

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 1

**DIRECTING ALL NON-CAREER EXECUTIVE SERVICE OFFICERS [CESO] OCCUPYING
CAREER EXECUTIVE SERVICE [CES] POSITIONS TO CONTINUE, IN A HOLD-OVER
CAPACITY, TO PERFORM THEIR DUTIES AND RESPONSIBILITIES**

Pursuant to existing laws and jurisprudence, all non-Career Executive Service Officers [CESO] occupying career executive service [CES] positions shall continue, in a hold-over capacity, to perform their duties and discharge their responsibilities until their successors have been appointed and have qualified.

All official actions of said non-CES officials while in such hold-over capacity are deemed legitimate.

This directive shall take effect immediately.

By authority of the President:

(SGD.) RENATO S. DE VILLA

Executive Secretary

Manila, 30 January 2001

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 2

**DIRECTING ALL HEADS OF THE NATIONAL GOVERNMENT OFFICES INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS AND
GOVERNMENT FINANCIAL INSTITUTIONS TO SUBMIT AN INVENTORY REPORT OF
THEIR PROPERTIES NATIONWIDE**

In line with the new administration's efforts to maximize the utilization of government's assets, all national government offices including government-owned and/or controlled corporations and government financial institutions are hereby directed to prepare an inventory of the following properties:

- a. land and building;
- b. equity and financial holdings; and
- c. transportation vehicles including cars, seacraft and aircraft.

The inventory report shall be submitted to the President through the Head of the Presidential Management Staff within fifteen (15) days from issuance of this circular. Attached is the reporting form for guidance.

For strict compliance.

DONE in the City of Manila, this 20th day of March, in the year of Our Lord, Two Thousand and One.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) RENATO S. DE VILLA

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 3

All employees of government offices, including government owned and controlled corporations, may take the afternoon off effective 12:01 P.M. of April 11, 2001, to enable them to participate fully in the traditional observance of Lenten Season. Government agencies performing vital functions shall, however, maintain a skeletal work force to continue their operations.

Government offices shall resume normal operations on April 16, 2001.

This Circular takes effect immediately.

By authority of the President:

(SGD.) RENATO S. DE VILLA

Executive Secretary

April 10, 2001

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 4

DIRECTING ALL DEPARTMENTS, AGENCIES, BUREAUS, OFFICES AND OTHER INSTRUMENTALITIES IN THE EXECUTIVE BRANCH TO CREATE A SELECTION AND PROMOTION BOARD FOR SENIOR OFFICIALS/PRESIDENTIAL APPOINTEES

In order to rationalize and facilitate the selection of Presidential appointees, all departments, agencies, bureaus, offices and other instrumentalities in the Executive Branch are hereby directed to create a Selection and Promotion Board of Senior Officials/Presidential appointees.

Aside from the general and specific qualifications for the concerned position, the incorporation of the following criteria are prescribed in the selection of senior officials/Presidential appointees:

1. Personal integrity
2. Technical and managerial competence/experience
3. Acceptability to relevant sectors and constituencies
4. Team player
5. Pragmatic resoluteness: persistence in pushing reforms consistent with the President's national agenda, especially the anti-poverty programs
6. Consensus-building: ability to work with diverse interest groups

Henceforth, all recommendations for Presidential appointment submitted by the Department Secretaries/Heads of Office, as appropriate, shall be supported with the ratings of the nominees based on the criteria and processing systems of the said Selection and Promotion Board.

Please be guided accordingly.

Done in the City of Manila, this 31st day of May 2001.

By Authority of the President:

(SGD.) WALDO Q. FLORES

Senior Deputy Executive Secretary

**MALACAÑANG
MANILA**

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 5

**DIRECTING THE HEADS OF THE DEPARTMENT OF TRADE AND INDUSTRY, THE
GUARANTEE FUND FOR SMALL AND MEDIUM ENTERPRISES, AND THE SMALL
BUSINESS GUARANTEE AND FINANCE CORPORATION TO ISSUE CREDIT
GUARANTEES, SUBJECT TO CERTAIN GUIDELINES**

Relative to Presidential instructions dated 15 August 2000 prohibiting the grant of government guarantees on loans of private firms, the following additional instructions are hereby issued for compliance of above agencies:

Guarantees authorized by your respective charters may be issued to financial institutions and/or similar conduits providing credit access to farmers, fisherfolk, rural workers, small and medium enterprises, and cooperatives, associations or organizations, provided that:

1. The stakeholders/clientele/beneficiaries pass the qualification requirement as defined by existing laws and policies;
2. Participating financial institutions and/or other similar lending conduits subject such clientele to normal credit evaluation/project appraisal standards and due negligence; and
3. Participating financial institutions and/or other similar lending conduits share in the credit risk at levels and rates that would enhance and encourage credit flow to the targeted sector while not unduly placing the government at a disadvantage.

Guarantee on loans of large private firms shall continue to be given only under the most restrictive conditions, such as those provided under the Build-Operate-Transfer (BOT) Law.

For compliance.

DONE in the City of Manila, this 30th day of July, in the year of Our Lord, Two Thousand and One.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:
(Sgd.) **ALBERTO ROMULO**
Executive Secretary

Source: CDAasia

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 6

In view of the continuous heavy rains and the flooding of the streets in Metro Manila today caused by tropical depressions “Jolina”, work in all government offices, including government owned and controlled corporations, is hereby suspended effective *12:01 P.M.* today. Government agencies performing vital functions shall, however, maintain a skeletal work force to ensure delivery of services and continuity of their operations.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **WALDO Q. FLORES**
Senior Deputy Executive Secretary

Manila, 17 August 2001

Source: **CDA** **Asia**

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 7

In view of the continuous rains and the flooding of the streets in Metro Manila today, work in all government offices, including government owned and controlled corporations, is hereby suspended effective *12:01 P.M.* today. Government agencies performing vital functions shall, however, maintain a skeletal work force to ensure delivery of services and continuity of their operations.

All services shall resume at the start of the regular working hours tomorrow, 24 August 2001.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

Manila, 23 August 2001

Source: **CDAsia**

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 8

ENJOINING GOVERNMENT PERSONNEL AND ALL CONCERNED FROM ENTERING OR PLAYING IN CASINOS

WHEREAS, Presidential Decree (PD) No. 1067-B, as last amended by PD No. 1869, granted the Philippine Amusement and Gaming Corporation (PAGCOR) a franchise to establish, operate and maintain gambling clubs and casinos;

WHEREAS, one of the conditions imposed on the franchise holder is that only tourists and/or foreigners who are not residents of the Philippines, and residents with a net income for the previous year of at least P50,000.00, which fact should be certified to by the Bureau of Internal Revenue, shall be allowed to play at the gambling casinos:

WHEREAS, the following persons are not allowed to stay and/or play at the gambling casinos:

- a) Government officials connected directly with the operation of the government or any of its agencies, save personnel employed by the casinos who may be allowed to stay in the premises;
- b) Members of the Philippine National Police (PNP) and Armed Forces of the Philippines (AFP), including the Army, Navy, and Air Force; and
- c) Persons under 21 years of age or students of any school, college or university in the Philippines.

WHEREAS, it has been reported that some government officials and employees, including members of the PNP and AFP, have been seen in casinos;

WHEREAS, there is a need to enforce strictly the aforementioned conditions set by law.

IN VIEW OF THE FOREGOING, it is hereby reiterated that all government personnel concerned are prohibited from entering, staying and/or playing at gambling casinos. Accordingly, it is hereby directed:

1. All heads of departments, bureaus and offices, government-owned or controlled corporations and local governments, including the PNP and AFP, to remind officials and employees under them regarding this prohibition and to impose the appropriate sanctions and penalties in case of violation thereof; and
2. The PAGCOR Management to strictly enforce the law and this Memorandum Circular as regards the prohibition to enter, stay and/or play in casinos.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 28th day of August, 2001.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 9

ENJOINING ALL GOVERNMENT DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, TO FLY THE PHILIPPINE FLAG AT HALF-MAST IN ALL GOVERNMENT BUILDINGS AND INSTITUTIONS FROM SEPTEMBER 12, 2001 TO SEPTEMBER 18, 2001 AS A SIGN OF MOURNING AND SYMPATHY WITH THE AMERICAN PEOPLE AND WITH ALL HUMANITY FOR THE TRAGEDY CAUSED BY TERRORIST ATTACKS IN NEW YORK CITY AND WASHINGTON, D.C.

Nothing can describe the shock and horror of all humanity, including the Filipino people, in the face of the unimaginable acts of terror inflicted on the United States in the morning of September 11, 2001. All mankind has been diminished by the extreme evil unleashed on the Twin Towers of the World Trade Center in New York City and the Pentagon in Washington D.C., including the subsequent plane crash in Pennsylvania. Such mindless violence has exceeded the global community's most extreme fears about organized terrorism.

The President of the Philippines, GLORIA MACAPAGAL-ARROYO, and the Filipino people condemn such dastardly and deplorable act in the strongest possible terms and extend their most profound sympathies to all the victims of this unspeakable crime. The Filipino people share the grief of the American people at this most horrific moment.

Organized terrorism threatens no country in particular. It is a specter that threatens every thread of civilized society. All humanity must now join hands to defend decency and defeat the insanity that has invaded our age.

In view thereof, all government departments, bureaus, agencies and offices, including government owned and/or controlled corporations, are hereby enjoined to fly the Philippine Flag at half-mast in all government buildings and institutions from September 12, 2001 to September 18, 2001 as a sign of mourning and sympathy with the American people, and indeed with the whole of humanity, for this unprecedented tragedy.

Manila, 12 September 2001

By authority of the President:
(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

Source: CDAasia

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 10

URGING GOVERNMENT OFFICIALS AND EMPLOYEES ENGAGED IN THE ACTIVE PRACTICE OF GEODETIC ENGINEERING TO ATTEND THE FIRST PHILIPPINE GEOMATICS CONGRESS ON OCTOBER 25, 2001

Presidential Proclamation No. 27 dated April 16, 2001, declared 2001 A.D. as the Centennial Year of the Geodetic Engineering (surveying and mapping) Profession to commemorate the one hundred years of the profession and to acknowledge the valuable contribution of said profession in spearheading the survey of uncharted areas and frontiers of the country.

Under the Proclamation, a Geodetic Engineering Centennial Committee was formed to organize and undertake appropriate programs, projects and activities befitting the centennial celebration, and accordingly scheduled the Geodetic Engineers Summit and Organization of the First Geomatics Congress on October 25, 2001, at the Centennial Hall, Manila Hotel.

The heads of the following departments and offices are, therefore, encouraged to authorize not more than three (3) of their geodetic engineers, to attend the said Congress on official time with allowable expenses, including registration fees, at rates prescribed under current COA, CSC, and DBM policies chargeable against the funds of their respective agencies, subject to the availability thereof and the usual accounting and auditing rules and regulations:

1. DENR (Land Management Bureau, Forest Management Bureau & Mines & GeoSciences Bureau)
2. Department of Public Works & Highways (DPWH)
3. National Mapping & Information Resources Authority (NAMRIA)
4. Land Registration Administration (LRA)
5. Department of Agrarian Reform (DAR)
6. Housing and Land Use Regulatory Board (HLURB)
7. National Power Corporation (NPC)
8. National Irrigation Administration (NIA)
9. National Housing Authority (NHA)
10. AFP Mapping Center
11. UP Department of Geodetic Engineering
12. Board of Geodetic Engineering, PRC
13. Bureau of Soils & Water Management

For the guidance of all concerned.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 10 October 2001

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 11

ENJOINING ALL INFORMATION OFFICERS OF OFFICES/AGENCIES AT THE REGIONAL AND LOCAL GOVERNMENT LEVELS, NON-GOVERNMENT INSTITUTIONS AND THE PRIVATE SECTOR IN MINDANAO TO ATTEND AND PARTICIPATE IN THE CONFERENCES, SEMINARS, AND WORKSHOPS TO BE CONDUCTED BY THE MINDANAO COMMUNICATORS' NETWORK (MINDACOMNET) FROM NOVEMBER 7-11, 2001

The Mindanao Communications Network (MINDACOMNET), a network of government and non-government information officers, organized in 1999, for the purpose of networking activities for communication practitioners in the government and non-government organizations and the private sector in Mindanao to enhance the professional growth of public and private communicators/information officers in the Mindanao regions.

The MINDACOMNET was organized to serve as a mechanism for the promotion and advocacy of the National Government's peace and development efforts in Mindanao.

In order to achieve its purpose and objectives, the MINDACOMNET shall conduct conferences, seminars, and workshops on November 7-11, 2001 at Dakak Park and Beach Resort, Dapitan City Zamboanga del Norte.

All heads of government departments, bureaus and offices, including government-owned and/or controlled corporations, government financial institutions, state colleges and universities, and local government units, are enjoined to authorize their information/communications officers to attend and participate in MINDACOMNET conferences and similar activities on November 7-11, 2001 on official time with expenses, such as transportation, per diems, registration fees, and other necessary fees/expenses at rates prescribed in accordance with existing policies of the Department of Budget and Management, the Commission on Audit and the Civil Service Commission, chargeable against the funds of their respective agencies/offices, and subject to the usual accounting and auditing rules and regulations.

This Memorandum Circular shall take effect immediately.

By authority of the President:

(SGD.) AVELINO J. CRUZ, JR.

OIC, Office of the Executive Secretary

Manila, 17 October 2001

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 12

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE AND PARTICIPATE IN THE CELEBRATION OF NATIONAL GOVERNMENT EMPLOYEES' WEEK ON DECEMBER 2-8, 2001

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as National Government Employees' Week. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is "Buklod ng Kawani ng Pamahalaan, Kapit Bisig para sa Pagbabago at Kahusayan tungo sa Masaganang Kabuhayan."

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFI's) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of National Government Employees' Week in coordination with other concerned agencies.

By authority of the President:

(SGD.) AVELINO J. CRUZ, JR.

OIC, Office of the Executive Secretary

Manila, 17 October 2001

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 13

ENCOURAGING ALL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) EXECUTIVES, PROFESSIONALS, PRACTITIONERS, FACULTY, USERS AND ALLIED PROFESSIONS IN GOVERNMENT SERVICE TO ATTEND THE 8th ANNUAL NATIONAL CONVENTION OF THE GOVERNMENT ORGANIZATION FOR INFORMATION TECHNOLOGY

WHEREAS, the Government Organization for Information Technology (GO for IT) is an association of ICT executives, practitioners, professionals, faculty, users and allied professions in government committed to promote and support the effective use of information and communications technology in governance; in the performance of strategic and business functions, and in the efficient delivery of basic and front-line services;

WHEREAS, the GO for IT will hold its 8th Annual National Convention on 4 to 7 December 2001 at the Bahay ng Alumni, University of the Philippines, Diliman, Quezon City with the theme: “e-Governance in a Knowledge-based Economy”;

WHEREAS, governments worldwide are now beginning to offer effective solutions to citizens in many areas such as e-learning, employment Services, e-procurement, digital certificate usage, electronic censuses and other basic e-services;

WHEREAS, the 8th Annual National Convention of the GO for IT will be the venue for coming up with innovative ICT solutions that will provide greater opportunities for citizens to interact with their government intended to result in cost-savings and improvement in the satisfaction levels among citizens with respect to services of government agencies and instrumentalities;

WHEREAS, the GO for IT Convention will explore government’s use of ICT to help bridge the “digital divide” and promote economic development in the country;

WHEREAS, the presentations and discussions will showcase the government’s ICT initiatives as well as programs and policies to help fully implement e-governance in a knowledge-based economy.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. All heads of departments, offices, agencies, local government units, government-owned and/or controlled corporations and their subsidiaries, government financial institutions and state universities and colleges are hereby enjoined to:

1.1 Allow their ICT Personnel executives, practitioners, faculty, users and allied professions in government to participate in the 8th Annual National Convention of the GO for IT, provided that their attendance will not prejudice the regular delivery of services of the instrumentalities concerned;

1.2 Consider the convention as an official staff development activity of the participants.

SEC 2. All those who will participate in the Convention are enjoined to:

2.1 Participate actively in the discussions and in the resolution of critical issues;

2.2 Gain additional knowledge about the latest state-of-the-art technological developments in ICT as these pertain to individual agency situations and requirements;

2.3 Present and/or critique agency presentations on the status of their compliance of the Electronic Commerce Act, and

2.4 Come up with proposals and/or recommendations which their respective agencies can implement in furtherance e-governance in a knowledge-based economy.

SEC 3. This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 7th day of November, in the year of Our Lord, two thousand and one.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO ROMULO

Executive Secretary

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG
MEMORANDUM CIRCULAR NO. 14

**AUTHORIZING ATTENDANCE IN THE NATIONAL CONVENTION OF MORAL
RECOVERY OFFICERS**

In line with the objectives of Proclamation No. 479 dated October 7, 1994, declaring the month of November of every year as Filipino Values Month, the Moral Recovery Officers (MROs) Foundation, Inc. (MROFI), in cooperation with different government agencies, will hold a National Convention of designated MROs in government agencies on November 28, 2001, with the theme “Itaguyod, magandang pag-uugali, ipakitang marangal ang ating lipi.”

In view thereof, heads of departments and agencies of the government may authorize the attendance of one (1) designated MRO in the Annual Convention, with entitlement to the Convention fee of P650.00 and, only for those based outside of Metro Manila, travel expenses and allowances as prescribed in E.O. 248, series of 1995, chargeable against the appropriations of the agencies concerned, subject to the availability thereof and to accounting and auditing requirements, provided there will be no disruption of normal office activities/services in their respective offices by reason thereof.

The participants shall submit to their respective agency heads a complete report on their attendance in the Convention. Likewise, MROFI is requested to submit to this Office and the Civil Service Commission a general report and evaluation of the Convention, including a list, by offices, of participants therein.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 15 November 2001

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 15

ENJOINING ALL DEPARTMENTS, BUREAUS, OFFICES OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, LOCAL GOVERNMENT UNITS AND STATE UNIVERSITIES AND COLLEGES, TO SUPPORT THE 5th COGEO REGIONAL CONFERENCE ON ORGANIZING PUBLIC SERVICE WORKERS FOR EFFECTIVE GOVERNANCE AND PARTICIPATE MORE ACTIVELY IN THE COGEO SPONSORED MOVEMENT FOR PARTNERSHIP WITH THE GOVERNMENT FOR EFFECTIVE GOVERNANCE

The Confederation of Government Employees Organization, Inc. (COGEO) has been sponsoring the Movement for Partnership with the Government for Effective Governance. In line with, and in support of such movement, all departments, bureaus, offices of the government, including government-owned and controlled corporations, local government units, and state universities and colleges, are hereby enjoined to authorize a reasonable number of their personnel to attend the 5th COGEO Regional Conference on Organizing Public Service Workers for Effective Governance and General Assembly to be held at the GSIS Gymnasium, Financial Center, Pasay City on December 10-13, 2001, with the theme “Strengthening Umbrella Organizations of Associations of Government Workers”. The Heads of the Departments, bureaus, and offices concerned shall determine the number of personnel to be so authorized to attend the event, ensuring that public service are not impaired thereby.

All government agencies are further enjoined:

1. To serve as COGEO co-sponsors and partners in COGEO activities related to effective governance, and in connection therewith, provide COGEO with resource persons and resource and material assistance such as office facilities.
2. To continually impress on their personnel that all government employees, regardless of their status, are all partners of the government for effective governance, observing openness, transparency and objectivity in their relationship.

By authority of the President:
(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

Manila, 19 November 2001

Source: CDAasia

MALACAÑANG
Manila

MEMORANDUM CIRCULAR NO. 16

**AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF ENVIRONMENTAL
PLANNING PRACTITIONERS IN GOVERNMENT IN THE NATIONAL CONVENTION OF
THE PHILIPPINE INSTITUTE OF ENVIRONMENTAL PLANNERS**

The Philippine Institute of Environmental Planners (PIEP) will hold its Annual Convention on November 23 & 24, 2001 with the theme, Planning and the Professions: Teaming up for a Better Philippine Environment, at the EDSA Shangri-La Hotel, Mandaluyong City.

In support of the government's efforts towards a better Philippine environment, government environmental planning practitioners are hereby authorized to attend the above-mentioned Convention on official time, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

Within thirty (30) days, thereafter, participants shall submit a report on the Convention outputs, action plans and recommendations to the Office of their respective Department Secretaries and Heads of Agencies. Likewise, the PIEP shall furnish the Civil Service Commission a report on the results of the convention as a list of the attendees.

By authority of the President:
(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

Manila, 20 November 2001

Source: CDAasia

MALACAÑANG
Manila

MEMORANDUM CIRCULAR NO. 17

AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES WHO PARTICIPATED IN THE PROGRAM IN DEVELOPMENT ECONOMICS TO ATTEND ON OFFICIAL BUSINESS THE NATIONAL LECTURE ON DECEMBER 1, 2001 TO BE CONDUCTED BY THE UNIVERSITY OF THE PHILIPPINES SCHOOL OF ECONOMICS AT THE SCHOOL OF ECONOMICS AUDITORIUM

The Program in Development Economics (PDE) of the University of the Philippines School of Economics has organized a National Lecture on “Bracing for Next Year’s Economy” on December 1, 2001 to discuss “fearless forecasts” and challenges on the state of the country’s economy by the year 2002. The lecture is part of the continuing education of the PDE participants that aims to upgrade the knowledge and skills of program participants in economic analysis and economic policymaking.

In this connection, all government officials and employees who have participated in the Program in Development Economics of the UP School of Economics are hereby enjoined to attend this lecture series. Their attendance shall be on official business and the cost of their participation shall be in accordance with the existing rates for conferences, seminars and workshops prescribed under National Budget Circular No. 442, dated March 29, 1995.

By authority of the President:
(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

Manila, 22 November 2001

Source: CDAAsia

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 18

TO : All Department Secretaries, Heads of Agencies, Bureau and Offices

In order to expedite the processing of requests for Presidential issuances and/or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, the requesting agency shall submit, as complete staff work, the basic papers and all documents related thereto and a Brief not exceeding two pages containing the information specified in Annex "A".

(Sgd.) ALBERTO G. ROMULO
Executive Secretary

Manila, 23 November 2001

Reference: Checklist on Requests For EOs, AOs And Other Presidential Issuances Or Approvals

Source: **CDAsia**

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 19

ENCOURAGING DEPARTMENTS, AGENCIES, INSTRUMENTALITIES AND OFFICES OF THE EXECUTIVE BRANCH TO SUPPORT AND ASSIST IN THE PREPARATIONS FOR THE 1ST ASIAN PARLIAMENTARIANS GOLF CUP 2002

WHEREAS, the House of Representatives of the Philippines will host the 1st ASIAN PARLIAMENTARIANS GOLF CUP 2002 on April 19-20, 2002, at the Manila Golf Club and Wack-Wack Golf Club, respectively;

WHEREAS, the project is envisioned to forge legislative linkages and networks in the Asian region by fostering a sense of oneness and brotherhood among Asian legislators;

WHEREAS, to ensure the success of the 1ST ASIAN PARLIAMENTARIANS GOLF CUP 2002, there is a need to encourage the Philippine Sports Commission, Department of the Interior and Local Government, Department of Foreign Affairs, Department of Tourism with the Philippine Tourism Authority, Armed Forces of the Philippines, Philippine National Police and all other concerned departments, agencies, instrumentalities and offices of the Executive Branch, as well as the Philippine Charity Sweepstakes Office and the Philippine Amusement and Gaming Corporation, to support and assist the Committee on Youth and Sports of the House of Representatives in the preparations for the 1ST ASIAN PARLIAMENTARIANS GOLF CUP 2002.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby encourage the Philippine Sports Commission, Department of the Interior and Local Government, Department of Foreign Affairs, Department of Tourism with the Philippine Tourism Authority, Armed Forces of the Philippines, Philippine National Police and all other concerned departments, agencies, instrumentalities and offices of the Executive Branch, as well as the Philippine Charity Sweepstakes Office and the Philippine Amusement and Gaming Corporation, to support and assist the Committee on Youth and Sports of the House of Representatives in the preparations for the 1st ASIAN PARLIAMENTARIANS GOLF CUP 2002.

City of Manila, February 11, 2002.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 20

DIRECTING ALL NATIONAL AND LOCAL GOVERNMENT AGENCIES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS AND OTHER GOVERNMENT INSTRUMENTALITIES INCLUDING PUBLIC SCHOOLS, MILITARY AND POLICE UNITS TO USE LOCALLY-PRODUCED MATERIALS FOR THEIR UNIFORMS

In line with the drive to promote locally-made products through the “Buy Filipino” Program, to boost the local textile and garment manufacturing industry and generate jobs for Filipinos, and upon the recommendation of the Department of Labor and Employment (DOLE), all heads of national and local Government agencies, Government-Owned and Controlled Corporations, Government Financial Institutions and other government instrumentalities, including public schools, military and police units, are hereby directed to use local fabrics, knitted or woven from locally manufactured yarns, for the uniform of their employees and for other clothing and textile requirements of their respective agencies: *Provided, however,* That the use of imported fabrics may be allowed only where no local fabric of the desired quality or standard is available in the market at competitive prices.

The DOLE and the Department of Trade and Industry shall issue the Implementing Guidelines for this Memorandum Circular within thirty (30) days from the date of issuance of this Memorandum Circular.

For strict compliance.

City of Manila, March 6, 2002.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 21

AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES TO ATTEND ON OFFICIAL BUSINESS THE CONFERENCE ON HOUSING NEEDS OF GOVERNMENT EMPLOYEES ENTITLED “BILIS SERBISYO NG PABAHAY ALAY SA KAWANI NG PAMAHALAAN” TO BE CONDUCTED BY PHILIPPINE GOVERNMENT EMPLOYEES ASSOCIATION

The Philippine Government Employees Association (PGEA) has scheduled a Conference on Housing Needs of Government Employees entitled “Bilis Serbisyo ng Pabahay alay sa Kawani ng Pamahalaan” on April 30, 2002 at the Heroes Hall, Malacañang, Manila. The Conference is specifically designed to:

1. To serve as a venue among government employees to consolidate issues and concerns on their housing needs;
2. To increase awareness and provide information on how to access affordable housing program and possible sources of funds;
3. To establish mechanisms in addressing housing problems and other related issues of government employees;
4. To strengthen networking and cooperation among government employees and concerned institutions for speedy access to housing services.

In this connection, all government departments, bureaus and offices including government owned and controlled corporations, state universities, or colleges and local government units are hereby authorized to send at least two representatives from management and the associations’ rank and file employees to the Conference.

In line with the priority concern of government on housing, the Housing and Urban Development Coordinating Council, Pag-ibig, GSIS and other concerned government agencies are likewise requested to extend the necessary support for the successful conduct of the said conference.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 24 April 2002

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 22

AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES TO ATTEND ON OFFICIAL BUSINESS THE CONFERENCE ON HOUSING NEEDS OF GOVERNMENT EMPLOYEES ENTITLED “BILIS SERBISYO NG PABAHAY ALAY SA KAWANI NG PAMAHALAAN” TO BE CONDUCTED BY THE PHILIPPINE GOVERNMENT EMPLOYEES ASSOCIATION

The Philippine Government Employees Association (PGEA) has scheduled a Conference on Housing Needs of Government Employees entitled “Bilis Serbisyo ng Pabahay alay sa Kawani ng Pamahalaan” on June 4, 2002 at the Holiday Plaza Hotel, Cebu City and on June 27, 2002 at the Maguindanao Hotel, Davao City. The Conference is designed to:

1. To serve as a venue among government employees to consolidate issues and concerns on their housing needs;
2. To increase awareness and provide information on how to access affordable housing program and possible sources of funds;
3. To establish mechanisms in addressing housing problems and other related issues of government employees;
4. To strengthen networking and cooperation among government employees and concerned institutions for speedy access to housing services.

In this connection, all government departments, bureaus and offices including government owned and controlled corporations, state universities, or colleges and local government units are hereby authorized to send at least two representatives from management and the associations’ rank and file employees to the Conference.

In line with the priority concern of government on housing, the Housing and Urban Development Coordinating Council, Pag-IBIG, GSIS and other concerned government agencies are likewise requested to extend necessary support for the successful conduct of the said conference.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 13 May 2002

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 23

In view of the continuous heavy rains and flooding caused by typhoon “GLORIA” in Metro Manila and the outlying provinces in Central Luzon and Southern Tagalog, work shall be suspended tomorrow, July 8, 2002 in all government offices (including government owned and controlled corporations) in the foregoing areas affected by heavy rains and flooding. Government agencies performing vital functions shall, however, maintain a work force to ensure delivery of services and continuity of their operations.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

Manila, 07 July 2002

Source: **CDAsia**

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 24

TO: ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES, BUREAUS AND OFFICES

In order to expedite the processing of requests for Presidential issuances and/or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, it is hereby reiterated that the request shall be submitted with **complete staff work**, enclosing the basic papers and all documents related thereto, and with a covering Memorandum not exceeding two pages containing the following information:

1. **Justification** – an explanation on the economic, administrative or other justification for the requested issuance of approval.
2. **Legal Basis** – a statement citing the legal basis for the requested issuance or approval.
3. **Agencies Involved** – a statement enumerating the Departments, agencies or offices that may be involved in, or affected by, the implementation of the requested issuance or approval.
4. **Coordination with Agencies** – a statement that the necessary coordination or consultations were made with the agencies involved or affected, attaching copies of their comments/recommendation thereon duly signed by the Department Secretaries or Heads of Agencies concerned.
5. **Potential Problems** – a statement on the potential risks, problems, or complications, if any, that may arise if the request for Presidential issuance or approval is granted or denied.

For compliance.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

07 AUG 2002

MALACAÑANG
Manila

MEMORANDUM CIRCULAR NO. 25

DIRECTING ALL NATIONAL AND LOCAL GOVERNMENT AGENCIES, BUREAUS, AND OTHER INSTRUMENTALITIES INCLUDING AGRICULTURAL INSTITUTIONS AND COUNCILS TO USE COCO PEAT OR COIR DUST AND COCONUT FIBER MATERIALS FOR SOIL CONDITIONING AND EROSION CONTROL

In line with the program to promote better farm practices and environment conservation to mitigate the effect of drought during El Niño years, all heads of National and Local Government agencies, bureaus, and instrumentalities including Government institutions and councils involved in the implementation of farming programs are hereby directed to prescribe the use of coco peat and other coconut husk materials in farming and horticulture as effective soil conditioner and water moisture conservator.

Likewise, the use of geo-textiles and bio-logs or fascines made from coir or coconut fiber is hereby prescribed for use in infrastructure and public work projects for soil erosion control, more particularly of the Department of Public Works and Highways. These coir products, proven for their high tensile strength are abundant, available and biodegradable.

The use of coir will further provide additional income to coconut farmers and generate more jobs in the countryside.

The Department of Agriculture, the Department of Public Works and Highways and the Philippine Coconut Authority shall issue the corresponding Implementing Guidelines within thirty (30) days from the date of issuance of this Memorandum Circular.

For strict compliance.

Manila, September 2, 2002

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:
(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

Source: CDAasia

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 26

**GUIDELINES ON FOREIGN TRIPS INVOLVING
DELEGATIONS OR GROUPS OF TWO OR MORE PERSONS**

For purposes of compliance with Paragraph 3, Section 8 of Executive Order No. 248, Series of 1995, which requires prior clearance from this Office of foreign trips of delegations or groups of two or more persons regardless of the rank of the participants, these trips must be cleared with this Office under a single proposal.

The size of the group or delegation should be minimized and the composition of the group or delegation should be carefully determined to avoid overrepresentation and to preclude the need for amendment after a travel authority is issued.

In the case of an inter-agency delegation, the lead or coordinating agency should assume the responsibility of submitting to this Office the travel proposal, with the role/s of each participant clearly defined or delineated. Simultaneous or piecemeal submission of travel proposals to the different layers of authority in this Office is strictly proscribed.

This Memorandum Circular takes effect immediately.

By authority of the President:
(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

Manila, 12 September 2002

Source: **CDAsia**

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 27

AUTHORIZING ATTENDANCE IN THE MORAL RECOVERY OFFICERS' 5TH
CONGRESS AND GENERAL ASSEMBLY

In line with the objectives of Proclamation No. 479 dated October 7, 1994, declaring the month of November of every year as Filipino Values Month, the Moral Recovery Officers Foundation, Inc. (MROFI), in cooperation with different government agencies, will hold the MRO 5th Congress and General Assembly on November 28, 2002 at the Legend Hotel, Pioneer St., Mandaluyong City, with the theme "*Ang Tunay at Marangal na Pilipino, Maipagmamalaki Kahit Kanino.*"

In view thereof, heads of departments and agencies of the government may authorize the attendance of one (1) designated MRO in the Congress and General Assembly, with entitlement to registration fee of Nine Hundred Pesos (P900.00), and, only for those based outside Metro Manila, travel expenses and allowances at the rates prescribed in Executive Order No. 248, series of 1995, chargeable against the appropriations of the agencies concerned, subject to the availability thereof and to accounting and auditing requirements, provided there will be no disruption of normal office activities/services in their respective offices by reason thereof.

The participants shall submit to their respective agency heads a complete report on their attendance in the Congress and General Assembly. Likewise, MROFI is requested to submit to this Office and the Civil Service Commission a general report and evaluation of the Congress and General Assembly, including a list, by offices, of participants therein.

By authority of the President:
(Sgd.) ALBERTO G. ROMULO
Executive Secretary

Manila, 16 October 2002

Source: CDAasia

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 28

AUTHORIZING PARTICIPATION IN THE GENERAL LAW PRACTICE INSTITUTE

The Integrated Bar of the Philippines-Iloilo Chapter will co-sponsor with the University of the Philippines Law Center a GENERAL LAW PRACTICE INSTITUTE FOR LAWYERS both in the government and private sectors on November 6-7, 2002 at the Amigo Terrace Hotel, Iloilo City.

All lawyers under the Executive Department in Region VI (Iloilo, Guimaras, Aklan, Capiz, Antique, and Negros Occidental Provinces) may attend the said activity on official time, that is, at no cost to the government except payment of their salaries.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 29 October 2002

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 29

AMENDING MC NO. 28 DATED OCTOBER 29, 2002

Memorandum Circular No. 28 dated October 29, 2002, authorizing lawyers under the Executive Department in Region VI (Iloilo, Guimaras, Aklan, Capiz, Antique, and Negros Occidental Provinces) to attend the GENERAL LAW PRACTICE INSTITUTE SEMINAR, sponsored by the Integrated Bar of the Philippines – Iloilo Chapter and the University of the Philippines Law Center to be held at the Amigo Terrace Hotel, Iloilo City, is hereby amended so as to change the date of the activity to November 26-27, 2002, instead of November 6-7, 2002, as previously authorized, on official time only, that is, at no cost to the government, except payment of their salaries.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 8 November 2002

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 30

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE AND PARTICIPATE IN THE CELEBRATION OF NATIONAL GOVERNMENT EMPLOYEES' WEEK ON DECEMBER 1 TO 7, 2002

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as National Government Employees' Week. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is "Kawani na may Pagpapahalagang Moral Susi sa Publiko Serbisyong Malakas at Marangal".

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFIs) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of National Government Employees' Week in coordination with other concerned agencies.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 13 NOV 2002

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 31

**ENJOINING ALL GOVERNMENT OFFICES TO UNDERTAKE APPROPRIATE ACTIVITIES IN
THE OBSERVANCE OF THE NATIONAL HUMAN RIGHTS WEEK**

Pursuant to Proclamation No. 177 dated 30 October 1987 which declared the period December 3 to 10, 1987, and the same period of every year thereafter as “National Human Rights Week,” all heads of departments, bureaus and agencies of the national government, including government-owned and/or controlled corporations, government financial institutions as well as state colleges and universities, are hereby enjoined to undertake appropriate activities during the week-long celebration. These activities should be aimed towards the promotion and enhancement of public awareness and understanding of human rights, in accordance with this year’s theme “Karapatang Pantao: Likas sa Atin, Tungkulin Natin.”

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 29 November 2002

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 32

AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES WHO PARTICIPATED IN THE PROGRAM IN DEVELOPMENT ECONOMICS TO ATTEND ON OFFICIAL BUSINESS THE NATIONAL LECTURE ON DECEMBER 7, 2002 TO BE CONDUCTED BY THE UNIVERSITY OF THE PHILIPPINES SCHOOL OF ECONOMICS

The Program in Development Economics (PDE) of the University of the Philippines School of Economics has organized a National Lecture on “The Global Environment and the Prospects for the Philippine Economy” on December 7, 2002 at the Diosdado P. Macapagal Hall, UP School of Economics Library Building. The lecture is part of the continuing education of the PDE participants, past and present, that aims to upgrade the knowledge and skills of program participants in economic analysis and policymaking.

In this connection, all government officials and employees who have participated in PDE of the University of the Philippines School of Economics are hereby enjoined to attend this Lecture, on official time only, at no cost to the government except payment of their salaries.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 29 November 2002

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 33

INSTITUTIONALIZING THE KAPIT BISIG LABAN SA KAHIRAPAN (KALAH) AS THE GOVERNMENTS PROGRAM FOR POVERTY REDUCTION

WHEREAS, President Gloria Macapagal-Arroyo declared an all out war against poverty in her inaugural speech;

WHEREAS, winning the war against poverty entails an energized bureaucracy, and an empowered and highly participative civil society and business sector working together adhering to continuous consensus-building processes;

WHEREAS, the Medium Term Philippine Development Plan (MTPDP) 2001-2004 espouses poverty reduction as its overarching theme spelled out in the following major sections: (a) Macroeconomic Stability and Equitable Growth; (b) Agricultural Modernization with Social Equity; (c) Comprehensive Human Development and Protecting the Vulnerable; and (d) Good and Effective Governance;

WHEREAS, the Kapit-Bisig Laban sa Kahirapan or KALAH, has been adopted as the embodiment of the government's poverty reduction initiatives.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines and Chairperson of the National Anti-Poverty Commission, by virtue of the powers vested in me by law, do hereby order the institutionalization of the KALAH in government systems and processes.

SECTION 1. POLICY STATEMENT. The Kapit-Bisig Laban sa Kahirapan (KALAH) shall be the administration's overarching program for a focused, accelerated, convergent, and expanded, and strategic effort to reduce poverty. All government poverty reduction programs and projects shall anchor on KALAH. The government, through KALAH, shall solicit active participation of basic sector organizations, other civil society organizations, and business sector in its poverty reduction programs or activities.

SEC 2. Goals. The poverty reduction program of the government shall pursue the following goals: (a) reduced poverty, (b) improved governance, and (c) empowered communities.

SEC 3. Strategies. The KALAH shall be operationalized based on the following poverty reduction strategies: (a) accelerated asset reform, (b) improved access to human development services, (c) provision of employment and livelihood opportunities, (d) security from violence and social protection including safety nets for vulnerable sectors, and (e) institutionalized and strengthened participation of the basic sectors in governance. Environmental protection shall be a cross-cutting concern in all these strategies.

SEC 4. Convergence Policy. It is the policy of the government to enjoin the active involvement of all sectors of society in the operationalization of KALAH. Multi-stakeholder and inter-agency convergence shall be observed and institutionalized in all poverty reduction activities. All government agencies shall therefore institutionalize KALAH in their respective systems and processes and participate actively in the implementation of KALAH in the national and sub-national levels.

SEC 5. Convergence Mechanism. The National Anti-Poverty Commission (NAPC), by virtue of the Republic Act 8425 (Social Reform and Poverty Alleviation Act of 1997), shall serve as the coordinating and oversight body in the operationalization of the government's poverty reduction initiatives. It shall provide enabling policies to ensure efficient and successful implementation of the KALAH.

To facilitate proper targeting of KALAH I sites, and planning, coordination and monitoring of poverty reduction programs, projects and resources, adhering to the principle of open and inclusive membership, NAPC shall facilitate the establishment of the following convergence groups:

a) The National KALAH I Convergence Group (NKCG), composed of heads and/or focal persons of the following initial list of national government agencies: Department of Social Welfare and Development Department of Health, Department of Education, Commission on Higher Education, Department of Agriculture, Department of Agrarian Reform, Department of Environment and Natural Resources, Department of Justice, Department of Interior and Local Government, Department of National Defense, Department of Public Works and Highways, Department of Budget and Management, Department of Trade and Industry, Department of Labor and Employment, Department of Science and Technology, Department of Energy, National Economic and Development Authority, Technology and Livelihood Resource Center, People's Credit and Finance Corporation, Presidential Commission for the Urban Poor, National Housing Authority, National Youth Commission, National Food Authority, National Irrigation Administration, National Statistical Coordination Board, National Statistics Office, Philippine Charity Sweepstakes Office, Philippine information Agency, Armed Forces of the Philippines, Philippine National Police, Population Commission, Cooperative Development Authority, Quedan Credit Corporation, Office of the Presidential Adviser on the Peace process, and other national government agencies that may be identified hereafter, national chapters of League of Provinces, League of Cities, League of Municipalities, and Liga ng mga Barangay, and the NAPC Basic Sector Representatives.

The NAPC Lead Convenor shall serve as Chair of the NKCG with the NAPC Secretariat as its Secretariat.

For purposes of a more focused and coordinated planning and programming, the convergence group shall be divided into four (4) clusters, namely: asset reform, human development services and social protection, livelihood and employment, and institutionalizing and capacity-building. Membership in the clusters shall be based on the relevance of organizational mandates; thus, any government agency or body, or civil society representative, may become a member of any cluster and may opt to join more than one cluster.

b) The Regional KALAH I Convergence Groups (RKCG), composed of heads and/or focal persons of the regional counterparts of the NKCG agencies, the Cabinet Officer for Regional Development (CORD) and/or his/her representative, the Presidential Assistant for Regional Development (PARD) or the Regional Development Officer (RDO) and/or his/her representative, NAPC Sectoral Council members in the region, regional chapters of local government leagues, Local Poverty Reduction Program Action Officer (LPRAO) of each province and highly urbanized city in the region, and other government agencies, organizations or sectors that the RKCG may invite as members.

i) A RKCG shall be set up within the existing structure of the Regional Development Council (RDC) for all regions except the National Capital Region (NCR) and the Autonomous Region of Muslim Mindanao (ARMM).

ii) The Chair of the RKCG shall be the Presidential Assistant for Regional Development (PARD) or the Regional Development Officer (RDO), as the case may be, while the Vice-Chair, who shall perform the functions of the Chair in the former's absence, shall be elected from among its members.

iii) The NEDA Regional Office (NRO) shall serve as the secretariat of the RKCG. The RKCG may call upon concerned government agencies, organizations, sectors, or entities such as the Local Poverty Reduction Program Officers (LPRAOs), whenever necessary.

iv) The CORD shall facilitate resolution of RKCG matters that need Cabinet action.

v) The government of the ARMM shall constitute its own convergence group and secretariat. It may however call on the assistance of the NAPC on this matter. The ARMM Governor shall be the ARMM KALAH I Convergence Chair.

vi) The NAPC shall facilitate the establishment of a RKCG in the NCR whose chair shall be the NAPC Lead Convenor. The NAPC Secretariat shall serve as the NCR-RKCG's Secretariat.

vii) The RKCG shall recognize and work with KALAH I focal persons or teams that LGUs may establish at their respective levels.

viii) The RKCG shall collaborate closely with the Armed Forces of the Philippines (AFP) and the Philippine National Police (PNP) to maintain the strong link between anti-poverty and internal security efforts of the government.

SEC 6. Institutionalization and Capacity-Building. The NAPC shall coordinate the planning, monitoring and evaluation, and assessment and integration of tools and mechanisms that will be used under the KALAH I program. It shall exercise oversight functions over any government agency's capacity-building programs or projects for poverty reduction.

SEC 7. Funding Resources. To effectively implement KALAH I in all targeted areas and communities, funding shall be sourced from: (a) allocation from program funds of national government agencies; (b) allocation from funds of local government units, including but not limited to, the 20% development fund, gender and development fund, etc.; (c) special funds from government financial institutions and government owned and controlled corporations such as the Philippine Amusement and Gaming Corporation (PAGCOR), Philippine Charity Sweepstakes Office (PCSO), and Land Bank of the Philippines (LBP); (d) President's Social Fund (PSF); (e) People's Development Trust Fund (PDTF); (f) congressional allocation; (g) donor institutions, both foreign and local, and (h) other innovative funding sources.

All government agencies concerned shall ensure a KALAH I budget item in their respective budget starting Fiscal year 2004. The Department of Budget and Management (DBM), in coordination with the NAPC, shall issue guidelines and orient all agencies concerned on the KALAH I budget.

SEC 8. Implementing Guidelines. The implementing guidelines of this Memorandum Circular shall be prepared by the NAPC Secretariat, within 60 days upon signing, and shall undergo consultation process with the different stakeholders.

SEC 9. Repealing Clause. All orders, issuances, rules and regulations, which are considered inconsistent with this Memorandum Circular are hereby repealed and modified accordingly.

SEC 10. Separability Clause. Any provision hereof that may be declared in violation of existing laws shall in no way nullify the other provisions of this Memorandum Circular.

SEC 11. Effectivity. This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 28th day of November, in the year of Our Lord, two thousand and two.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 34

AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES TO ATTEND ON OFFICIAL BUSINESS THE BASIC VALUE SEMINAR-SERIES FOR GOVERNMENT EMPLOYEES TO BE CONDUCTED BY THE PHILIPPINE GOVERNMENT EMPLOYEES ASSOCIATION IN LINE WITH THE MORAL RECOVERY PROGRAM OF THE GOVERNMENT

In line with the government's policy to promote good governance and provide a responsible workforce, a nationwide campaign to promote righteousness in the public service through the conduct of a Basic Values Seminar-Series for Government Employees to be spearheaded by the Philippine Government Employees Association (PGEA) together with other government institutions, employees' organizations as well as civic organizations working on similar values enhancement and moral recovery program for a strong public service. The initial Seminar-Series is scheduled on March 13 to 14 and April 24 to 25, 2003 at the Mabini Hall, Malacañang, Manila.

The seminar aims to pursue and enhance the Moral Recovery Program in the bureaucracy where government employees recognize their responsibility to participate in uplifting the moral standards and contribute to nation building.

It also aims to promote basic values of good citizenship towards the vision of a just humane society as enshrined in the 1987 Philippine Constitution and provide a venue for the effective implementation of a values based formation essential to effective and successful governance in close partnership between citizens and Government.

In this connection, all Government Offices including Local Government Units, Government-Owned and Controlled Corporations, State Universities, and Colleges are hereby authorized to send participants from both Management and the Rank and File Employees/Association to the seminar-series and coordinate with the PGEA.

In Line with the priority program of government on Moral Recovery, all government Offices specially the Department of Labor and Employment (DOLE), Civil Service Commission (CSC), Department of Education (DepEd) and Department of Trade and Industry (DTI) are requested to extend the necessary support for the successful conduct of the Seminar-Series for government employees.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

05 MAR 2003

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 35

DIRECTING ALL DEPARTMENTS, BUREAUS, OFFICES AND INSTRUMENTALITIES OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO IMPLEMENT THE PUBLICATION OF SERVICE GUIDES AND THE POSTING OF WORKFLOW CHARTS AND PROVIDING GUIDELINES THEREFOR

WHEREAS, pursuant to Article XI, Section 1 of the Constitution, public office is a public trust, and public officers and employees must at all times be accountable to the people and serve them with, among others, utmost responsibility and efficiency;

WHEREAS, pursuant to the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic [R.A.] Act No. 6713), public officials and employees shall extend prompt, courteous and adequate service to the public and shall, unless otherwise provided by law or required by the public interest, provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures and avoid red tape;

WHEREAS, pursuant to the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, every department, office or agency shall develop a service guide or its functional equivalent which shall be regularly updated and made available to the transacting public, and shall post a workflow chart showing procedures or flow of documents in conspicuous places in the department, office or agency for the information and guidance of all concerned;

WHEREAS, under the National Socio-Economic Pact of 2001, the Government is committed to providing more efficient and effective governance through the posting of flowcharts, documents required, fees, processing time, and persons/officials responsible for the evaluation and approval of licenses, permits, proposals, including the publication of a citizens handbook on the matter;

WHEREAS, there is a need to provide guidelines for the development and publication of service guides and the posting of workflow charts by all departments, bureaus, offices and instrumentalities of the Government, including government-owned and controlled corporations.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. All departments, bureaus, offices and instrumentalities of the Government, including government-owned and controlled corporations are hereby directed to comply with the provisions of R.A. No. 6713 and Its Implementing Rules on the development and publication of service guides in accordance with the following guidelines:

- a. The service guide, in the form of a brochure or handbook, shall state in simple, clear and unambiguous terms the following information:
 - i. Brief information about the agency, its mandate and functions including all the services the agency provides to the public such as the conduct of inspections, registrations, etc., the issuance or grants of certificates, licenses, clearances, passports, permits, etc., the receipt of tax or duty payments and the like;
 - ii. The procedure or sequence of steps to be followed;
 - iii. The documents required relative to the service;

- iv. The amount of fees, if any, relative to the service and the legal bases thereof;
 - v. The service standard for every particular service of the agency, *e.g.*, processing and issuance of driver's license is completed in one (1) hour; processing and release of business permit is completed in three (3) days;
 - vi. The service pledge of the agency;
 - vii. The rights and responsibilities of persons availing of the service;
 - viii. The procedure for filing complaints and providing suggestions and feedback;
 - ix. Other such information as the head of the agency may deem necessary to improve the delivery of services.
- b. The service guide shall be updated on a regular basis.
 - c. The service guide shall be made available to the public through the various media, including, when feasible, posting on the internet.

SECTION 2. All departments, bureaus, offices and instrumentalities of the Government, including government-owned and controlled corporations are hereby directed to comply with the provisions of R.A. No. 6713 and Its Implementing Rules on the posting of workflow charts in accordance with the following guidelines:

- a. The workflow chart shall illustrate in a simple but complete manner the procedure or sequence of steps in order to avail of the services of the agency.
- b. The workflow chart shall likewise state the following information:
 - i. The documentary requirements relative to the service;
 - ii. The amount of fees, if any, relative to the service and the legal bases thereof;
 - iii. The name and/or designation of the officers/employees in charge of each step, except where confidentiality is required, in which case, the name and/or designation of the person(s) need not be posted;
 - iv. The normal processing time required or allocated for each step as determined by the agency;
 - v. The service standard or total amount of time for the processing/procedure until the point of delivery of the service; and
 - vi. Other such information as the head of the agency may deem necessary to improve the delivery of the service.
- c. The workflow chart shall be in both English and Filipino: *Provided*, That in localities where a particular dialect is predominantly or widely used and understood, said workflow charts shall, in addition, be written in the said dialect.
- d. The workflow chart shall be posted in conspicuous areas in the agency within the vicinity where the service is rendered or performed.
- e. Deviations from the standards indicated in the workflow chart resulting in the delay in the delivery of service shall be grounds for a complaint.

SECTION 3. All departments, bureaus, offices and instrumentalities of the Government, including government-owned and controlled corporations shall, as necessary, adopt mechanisms to avoid long queues and to ensure that requests for a particular service are attended to in an orderly manner and with dispatch on a “first come, first served” basis.

SECTION 4. Local government units are encouraged to adopt the foregoing guidelines on the publication of service guides and the posting of workflow charts.

SECTION 5. Compliance reports on the publication of the service guide, the posting of workflow charts, and the adoption of queuing mechanisms shall be submitted to the Office of the President within sixty (60) days from the effectivity of this Memorandum Circular.

SECTION 6. Pursuant to R.A. No. 6713, the Civil Service Commission shall monitor and, if necessary, conduct an actual inspection of the agency, to ensure the compliance by all agencies of the Government with R.A. No. 6713, its Implementing Rules and this Memorandum Circular.

SECTION 7. This Memorandum Circular shall take effect immediately upon approval.

City of Manila, MAR 17 2003

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 36

AMENDING MEMORANDUM CIRCULAR NO. 71 DATED SEPTEMBER 07, 1993 BY CHANGING THE TITLE TO STRENGTHENING THE RESOLVE FOR THE UNIVERSALIZATION OF LITERACY AND FOR OTHER PURPOSES

WHEREAS, the Constitution mandates that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all;

WHEREAS, the State is also mandated to encourage non-formal, informal and indigenous learning systems, as well as self-learning, independent, and out-of-school study programs particularly those that respond to community needs;

WHEREAS, it is likewise essential to recognize the distinct needs of indigenous people to become literates and pursue continuing education that will specifically reflect their unique culture and preserve existing beliefs, custom and traditions;

WHEREAS, the period from 1990-1999 by virtue of proclamation No. 480, series 1989, had been declared as the “Decade of Education for All” which seeks to universalize literacy the year 2000 and beyond;

WHEREAS, the United Nations General Assembly has proclaimed the UN Literacy Decade for the period 2003-2012 towards the goal of Education for All; and

WHEREAS, there is a need to strengthen and intensify government, non-government and private sector efforts to deliver literacy services and related interventions particularly to those depressed, disadvantaged and underserved areas.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

1. The Literacy Coordinating Council shall serve as the rational advisory and coordinating body to provide overall policy and program direction to the country’s literacy efforts and to spearhead the movement for the universalization of literacy in the country in view of the United Nations Resolution No. 56/116 Section 3 which “*reaffirms the Dakar Framework for Action adopted at the World Education Forum, in which commitments were made to achieve a 50 percent improvement in levels of adults literacy by 2015 and to improve the quality of education*”.
2. The Department of Education shall lead and coordinate government’s efforts in identifying the needs and priorities of the government’s literacy programs and projects.
3. The Department of the Interior and Local Government shall mobilize and ensure that all Local Chief Executives assume responsibility for universalizing literacy as a component of their development plans, and that literacy indicators be included as one of the criteria for evaluation of the performance of Local Chief Executives.
4. The National Statistics Office shall ensure that timely and accurate statistics in literacy are provided through the regular conduct of the Functional Literacy Education and Mass Media Survey (FLEMMS) every five (5) years, starting in 2003.
5. The Department of Budget and Management shall provide budgetary appropriations for the regular conduct of the Functional Literacy Education and Mass Media Survey (FLEMMS) every five (5) years.

6. The Philippine Information Agency shall tap the active participation of media in generating public awareness, expanding and improving the outreach, support and delivery of literacy programs and projects.
7. The State Universities and Colleges (SUCs) through the initiatives of the Philippine Normal University shall conduct research studies geared towards the development and enhancement of literacy programs and projects and to mobilize the academic community to include literacy concerns in the teacher-training curriculum.
8. Non-Government Organizations, together with People's Organizations, shall be encouraged and harnessed by the government to contribute resources and expertise in universalizing literacy in our country.

Provisions of circulars and other issuances, which are inconsistent with this Memorandum Circular are deemed amended, repealed and superseded accordingly.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 31st day of March, in the year of our Lord, two thousand and three.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 37

DIRECTING ALL HEADS OF NATIONAL GOVERNMENT OFFICES INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, AND STATE UNIVERSITIES AND COLLEGES TO SUBMIT AN INVENTORY OF ALL THEIR REAL PROPERTIES LOCATED IN THE PHILIPPINES AND ABROAD

In line with the Administration's continuing thrust to effectively manage the assets of the government and to maximize the use and utilization thereof, all heads of National Government Offices including Government Owned and/or Controlled Corporations, Government Financial Institutions, and State Universities and Colleges are hereby directed to submit to the Department of Finance an updated inventory of all their real properties located in the Philippines and abroad.

A complete listing of the real estate properties indicating all the applicable information in accordance with the attached template, together with a diskette containing aforesaid information, should be submitted to the **Office of the Secretary of Finance, 6th Floor Department of Finance Building BSP Complex, Roxas Boulevard, Manila, Philippines** within thirty (30) days from issuance of this Circular.

For strict compliance.

Done in the City of Manila, this 30th day of April, in the year of Our Lord, two thousand and three.

By Authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 38

AUTHORIZING THE ATTENDANCE OF LAWYERS EMPLOYED IN GOVERNMENT OFFICES AND AGENCIES IN THE 9th NATIONAL CONVENTION OF LAWYERS ON MAY 21-24, 2003 AT THE PHILIPPINE INTERNATIONAL CONVENTION CENTER, PASAY CITY

The Integrated Bar of the Philippines will hold the 9th National Convention of Lawyers on May 21-24, 2003 at the Philippine International Convention Center, Pasay City.

In this connection, lawyers employed in government offices and agencies are hereby authorized to attend the Convention on official time, subject to the discretion of the office head to determine the number of attendees so as not to disrupt the operations of their offices.

Participants shall submit to their respective unit/heads a complete report of their attendance or participation in the said convention.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, May 15, 2003

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 39

In view of the continuous heavy rains and the flooding of the streets in Metro Manila today caused by tropical depressions "***Chedeng***", work in all government offices, including government-owned and controlled corporations, is hereby suspended effective *12:01 P.M.* today. Government agencies performing vital functions shall, however, maintain a skeletal work force to ensure delivery of services and continuity of their operations.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, May 27, 2003

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 40

In view of the continuous heavy rains and the flooding of the streets in Metro Manila today caused by typhoon **“CHEDENG”**, work in all government offices, including government-owned and controlled corporations, is hereby suspended the whole day today. Government agencies performing vital functions shall, however, maintain a skeletal work force to ensure delivery of services and continuity of their operations.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, May 28, 2003

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 41

AUTHORIZING THE PARTICIPATION OF PERSONNEL FROM THE DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS, THE DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS, THE DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT, THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES AND THE METRO MANILA DEVELOPMENT AUTHORITY IN THE 33rd NATIONAL ROAD SAFETY CONVENTION ON MAY 28-31, 2003 AT THE HOTEL SUPREME, BAGUIO CITY

The Safety Organization of the Philippines, Inc. (SOPI), a civic non-profit, technical and professional organization, will hold its 33rd National Road Safety Convention on May 28-31, 2003 at the Hotel Supreme, Baguio City.

In this connection, personnel from the above-mentioned agencies involved in road safety operations and enforcement, policy, rules and regulation formulation on the subject are hereby authorized to participate in the Convention, subject to the discretion of the office head concerned, provided that there will be no disruption in the operations of the respective offices, and subject to the availability of funds for the purpose.

Participants shall submit to their respective unit/heads a complete report of their attendance or participation in said Convention and echo whatever they learned from the convention to the rest of the staff in their respective offices.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, May 27, 2003

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 42

ENJOINING ALL INFORMATION OFFICERS OF OFFICES/AGENCIES AT THE REGIONAL AND LOCAL GOVERNMENT LEVELS IN THE VISAYAS TO ATTEND AND PARTICIPATE IN THE 2nd CONVENTION AND ELECTION OF OFFICERS TO BE CONDUCTED BY THE VISAYAS COMMUNICATORS NETWORK (VISCOMNET) ON AUGUST 05, 2003

The Visayas Communicators Network (VISCOMNET), a network of government information officers in the Visayas was organized through the efforts of the regional directors of the Philippine Information Agency-Visayas Cluster, which aimed at enhancing the professional growth of government information officers in the Visayas regions (Regions VI, VII, and VIII).

The VISCOMNET was organized to serve as a mechanism for the promotion and advocacy of the national government's efforts in building a STRONG REPUBLIC.

To achieve this purpose, the VISCOMNET shall conduct its 2nd convention and election of officers on 05 August 2003 at Sugarland Hotel, Bacolod City.

All heads of government departments, bureaus and local government units in the Visayas, are enjoined to authorize their information officers to attend and participate in the VISCOMNET convention on 05 August 2003 on official time with expenses, such as transportation, per diems, registration fees, and other necessary fees/expenses at rates prescribed in accordance with existing policies of the Department of Budget and Management, the Commission on Audit and the Civil Service Commission, chargeable against the funds of their respective agencies/offices, and subject to the availability of funds and the usual accounting and auditing rules and regulations.

This Memorandum Circular shall take effect immediately.

Manila, July 04, 2003

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 43

Upon the recommendation of the National Disaster Coordinating Council and in view of the continuing inclement weather brought about by typhoon ***“Harurot”***, work in all government offices, including government-owned and controlled corporations, in Regions I, II, III, IV, V, Cordillera Administrative Region, the National Capital Region and the Province of Northern Samar is hereby suspended effective *12:01 P.M.* today.

It is understood that vital government agencies concerned with rescue operations and manning other vital public services should maintain effective skeletal forces in their respective offices until 5:00 p.m. or beyond as the exigency of the services requires.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 22 July 2003

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 44

ALLOWING ATTENDANCE TO THE 40TH FOUNDATION DAY AND ALUMNI CONVENTION AND HOMECOMING FELLOWSHIP OF THE NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

The National Defense College of the Philippines (NDCP) will celebrate its 40th Foundation Day Anniversary and Alumni Convention and Homecoming on August 11 to 13, 2003 at the NDCP Honor Hall and NDCP Auditorium. The theme for this year's celebration is ***"Pambansang Katiwasayan: Tungkulin ng Bawa't Mamamayan."***

The NDCP Symposium and Convention will be a good opportunity for the alumni to enhance their expertise in governance and decision-making.

In this connection, alumni of DNCP who are working in the government sector are allowed to attend, ***on official time***, the 40th Foundation Anniversary and Alumni Convention and Homecoming to be held on August 12 from 8:00 a.m. to 5:00 p.m. at the NDCP Honor Hall and a Symposium to be held on August 13, 2003 from 9:00 a.m. to 12:00 noon at the NDCP Auditorium. Registration fee in the amount of P300.00 per participant will be charged against funds of their respective agencies/offices for the 3-day celebration, subject to the usual accounting and auditing rules and regulations.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, July 21, 2003

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

Memorandum Circular No. 45

Transferring the Authentication Unit to the Office of the Deputy Executive Secretary for General Administration (ODESGA)

It is the policy of the Administration to improve the quality and efficiency of public service to the Filipino people by continually adopting institutional improvements and innovations in the bureaucracy.

The Authentication Unit, Legal Office (AULO), Office of the President, which is tasked to authenticate documents executed in the Philippines intended for use abroad, is an essential part of the OP organization designed to provide vital service to the general public.

In line with the administration's efforts to maximize the utilization of its personnel force to cater to the essential needs of the public, the Authentication Unit, Legal office, Office of the President is hereby transferred to the Office of the Deputy Executive Secretary for General Administration (ODESGA).

This Circular shall take effect immediately.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 25 July 2003

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 46

TO: ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES, BUREAUS AND OFFICES

In the interest of efficiency in the processing of requests for Presidential issuances and /or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, it is hereby reiterated once more that such requests shall be submitted to the Office of the President only after **complete staff work** has been conducted. The request shall enclose the basic papers and all documents related thereto, and with a covering Memorandum not exceeding two pages containing the following information:

1. **Justification** – an explanation on the economic, administrative or other justification for the requested issuance of approval.
2. **Legal Basis** – a statement citing the legal basis for the requested issuance or approval.
3. **Agencies Involved** – a statement enumerating the Departments, agencies or offices that may be involved in, or affected by, the implementation of the requested issuance or approval.
4. **Coordination with Agencies** – a statement that the necessary coordination or consultations were made with the agencies involved or affected, attaching copies of their comments/recommendation thereon duly signed by the Department Secretaries or Heads of Agencies concerned.
5. **Potential Problems** – a statement on the potential risks, problems, or complications, if any, that may arise if the request for Presidential issuance or approval is granted or denied.

Requests for Presidential issuances and/or approval not complying with the forgoing requirements may be returned to the requesting Department/Agency/Official for completion of necessary staff work.

For compliance.

30 July 2003

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 47

REDISTRIBUTION OF RESPONSIBILITIES OF THE OFFICE OF THE DEPUTY EXECUTIVE SECRETARY FOR LEGAL AFFAIRS, OFFICE OF THE PRESIDENT

In order to achieve a more balanced workload and support the continuing effort to improve the quality and efficiency of public service in the Office of the President (“OP”), the responsibilities of the Office of the Deputy Executive Secretary for Legal Affairs, are hereby redistributed as follows:

1. Deputy Executive Secretary for Legal Affairs Manuel B. Gaite

- a. Review, resolution and appropriate action on cases appealed to the Office of the President from decisions of various departments and agencies
- b. Review of contracts and other agreements
- c. Conduct legal research and render legal opinion

2. Deputy Executive Secretary Arthur P. Autea

- a. Process pardons, parole and executive clemency

3. Deputy Executive Secretary Jose T. Tale

- a. Process Presidential issuances (Executive Orders, Proclamations, Administrative Orders, Memorandum Orders, Memorandum Circulars)

The above named Deputy Executive Secretaries shall continue to exercise the other responsibilities they currently have, respectively, in so far as these are not inconsistent with the foregoing redistribution.

Existing Memorandum Orders with respect to the disposition and authorized signatories of cases appealed to the Office of the President shall continue to be in force and effect in accordance with the provisions thereof.

The Deputy Executive Secretary for Legal Affairs shall also continue to have responsibility over the Legislative Office and the Political Affairs Office.

The Deputy Executive Secretaries shall perform such other tasks and assignments as may be directed by the Executive Secretary from time to time.

This Memorandum Circular shall take effect immediately.

15 August 2003

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 48

ENJOINING ALL INFORMATION OFFICERS OF OFFICES/ AGENCIES AT THE REGIONAL AND LOCAL GOVERNMENT LEVELS, NON-GOVERNMENT INSTITUTIONS AND THE PRIVATE SECTOR IN MINDANAO TO ATTEND AND PARTICIPATE IN THE 5TH ANNUAL CONGRESS-WORKSHOP OF THE MINDANAO COMMUNICATORS' NETWORK, INC. (MINDACOMNET) TO BE HELD ON SEPTEMBER 17-20, 2003 AT MARVELLA PLAZA HOTEL, KORONADAL CITY, SOUTH COTABATO

The Mindanao Communicators' Network Inc. (MINDACOMNET), a network of government and non-government information officers, was organized in 1999, for the purpose of networking activities for communication practitioners in the government and non-government organizations and the private sector in Mindanao to enhance the professional growth of public and private communicators/information officers in the Mindanao regions.

The **MINDACOMNET, INC.** was organized to serve as a mechanism for the promotion and advocacy of the National Government's peace and development efforts in Mindanao.

In order to achieve its purpose and objectives, the **MINDACOMNET, INC.** shall conduct its 5th Annual Congress-Workshop on September 17-20, 2003 at Marvella Plaza Hotel, Koranadal City, South Cotabato.

All heads of government departments, bureaus and Offices, including government-owned and/or controlled corporations, government financial institutions, state colleges and universities, and local government units, are enjoined to authorize their information/communications officers to attend/participate in the **MINDACOMNET, INC.** 5th Annual Congress-Workshop on September 17-20, 2003 on official time with expenses, such as transportation, per diems, registration fees, and other necessary fees/expenses at rates prescribed in accordance with existing policies of the Department of Budget and Management, the Commission on Audit and the Civil Service Commission, chargeable against the funds of their respective agencies/offices, and subject to the usual accounting and auditing rules and regulations and availability of funds.

This Memorandum Circular shall take effect immediately.

August 21, 2003

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 49

**PRESCRIBING GUIDELINES ON THE ISSUANCE BY THE AUTHENTICATION OFFICE,
OFFICE OF THE PRESIDENT, OF CERTIFICATION FOR THE AUTHENTICATION OF
SIGNATURES ON DOCUMENTS FOR USE IN FOREIGN COUNTRIES**

The following guidelines are hereby prescribed for the issuance by the Authentication Office, Office of the President, of a certification authenticating the signatures on documents to be used in foreign countries. When used in this Circular, the term “*document*” shall refer to such instrument, deed or paper, with its enclosures, presented for authentication, unless the context clearly suggests otherwise.

1. The text of the certification shall substantially hew to the following formulation:

“I, the undersigned authentication officer, Office of the President, do hereby certify that:

whose name appears on the attached certificate was, at the time of signing the said certificate, duly authorized by the laws of the Republic of the Philippines to sign the same, and that full faith and credit are and ought to be given to his official acts; and I further certify that I am familiar with his handwriting and confirm that the signature and seal affixed to the said certificate are genuine.”

2. The Certification attests to the genuineness of the signature appearing on the attached certification for the purpose of identifying a specific document and giving credence to the official acts of the notary public or certifying officer thereon for use, if and when required, as instrument of evidence in foreign countries.

The Certification does not attest to the validity, efficacy, or enforceability of the basic document itself.

3. The authentication officer may require the submission of an updated signature specimen of the certifying officer, the production of such other documents or shall take such appropriate measures necessary to ensure the integrity of the authentication process and the certification to be issued. Any doubt entertained by the authentication officer as to the authenticity of the document, with its enclosures, and/or the signature/s appearing thereon, shall be promptly referred to his/her immediate superior.

4. No document shall be processed for authentication unless it has been properly certified and only upon proof of payment of the prescribed authentication fee and other charges; *Provided*, however, that documents emanating from a Philippine government agency must be made on the official stationery and shall bear the official seal of that agency.

5. Listed hereunder are the documents and the corresponding certifying officers:

5.1 For Public Documents:

5.1.1 Birth, death and marriage certificate – the authorized official of the National Statistics Office (NSO), provided that the authentication officer may require, with respect to marriage certificate of Muslims, that the certification of the Clerk of Court of the Shariah Court of the place where the marriage was solemnized be appended to the NSO certification.

5.1.2 Diploma, transcript of records and certificate of completion – the proper official of the Department of Education (DepEd), or, in appropriate cases the Commission on Higher Education (CHED) or Technical Education Skills Development Authority (TESDA).

5.1.3 Certificate of Board Examination – the proper official of the Professional Regulations Commission (PRC).

5.1.4 Land Transportation Office (LTO) certificate – the proper LTO official.

5.1.5 National Bureau of Investigation (NBI) – the proper NBI official.

5.1.6 Photo or machine copy of government contracts on official file – the records custodian of the contracting agency.

5.1.7 Authority to import or export arms or ammunitions – the proper official of the Philippine National Police (PNP).

5.1.8 Artist Record Book – proper TESDA official; other overseas employment instruments – the proper official of the Philippine Overseas Employment Administration (POEA) or the Department of Labor and Employment.

5.1.9 Other public documents – the proper official of the issuing agency.

5.2 For Private Documents:

5.2.1 A notarized deed or document executed in the Philippines – the Clerk of Court of the Court which issued the notarial commission.

5.2.2 A document executed by a Filipino in a foreign country – the proper official of the Philippine Embassy or the nearest Consular Office.

5.2.3 Medical certificate from a private clinic or hospital – the proper official of the Department of Health.

6. A document executed between a Filipino and a foreign national shall comply with authentication requirements of both the laws of the Philippines and the laws of the country of the foreign national.

7. The transmittal list of documents received and released for any given day shall be prepared and furnished by the Authentication Office, Office of the President, to the Authentication Office, Office of Consular Services, Department of Foreign Affairs, containing the control number, number of applicants, Official Receipt number, number of certifications, amount paid and the name of the authentication officer.

8. In line with the requirements of efficient and effective governance, the Authentication Office, Office of the President, shall adopt mechanisms to ensure that applications for authentication are attended with dispatch on a “first come, first served” basis.

9. Memorandum Circular No. 55, series of 1988, and all other issuances, rules and regulations, insofar as they inconsistent with this Circular, are hereby superseded or modified accordingly.

10. This Memorandum Circular shall take effect immediately.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 50

AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT UNITS TO ATTEND THE NATIONAL CONFERENCE ON “GLOBAL TRENDS: URBAN AND REGIONAL DEVELOPMENT IN THE 21ST CENTURY”

WHEREAS, in commemoration of the Urban Development Week declared under Presidential Proclamation No. 257 dated September 16, 2002, the National Real Estate Association (REA) and the Philippine Institute of Environmental Planners (PIEP) will be holding a National Conference on September 25-27, 2003 at the Philippine International Convention Center (PICC) with the theme: *“Global Trends: Urban and Regional Development in the 21st Century”*.

WHEREAS, the conference is designed to undertake a program where the Government and the private sector can pursue a comprehensive and continuing Urban Development & Housing Program to uplift the condition of the underprivileged and homeless citizens, optimize the productivity of land and urban resources, develop the use of industrial and commercial areas to generate more economic opportunity for the people, encourage more effective people’s participation in the urban development process and improve the capability of local government units to achieve the goals set by our laws;

WHEREAS, the presentations and discussions during the conference among the government officials and the private sector will push forward the governments’ state of readiness in the implementation of the laws, rules and regulation on the matter and the private sectors’ major participation to achieve such goals.

NOW, THEREFORE, I, ALBERTO G. ROMULO, Executive Secretary, by authority of the President, do hereby order:

SECTION 1. Heads of departments, bureaus, offices, agencies, including government-owned and/or controlled corporations and their subsidiaries, government financial institutions and local government units are enjoined to allow one (1) representative each from their offices, belonging to the middle-manager level, whose job is relevant to the conference, to attend the conference on official time.

SEC. 2. Government participants will attend the conference on official time with expenses allowable at rates prescribed in accordance with current COA, CSC and DBM policies chargeable against the funds of their respective offices, subject to the availability of funds and the usual accounting and auditing rules and regulations.

SEC. 3. This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila this 27th day of August, in the year of Our Lord, Two Thousand and Three.

By Authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 51

ENJOINING ALL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) PROFESSIONALS, EXECUTIVES, PRACTITIONERS, USERS AND ALLIED PROFESSIONS IN THE ACADEME AND GOVERNMENT SERVICE TO ATTEND THE “SYNCHRONICITY IN MANILA” CONFERENCE TO BE CONDUCTED JOINTLY BY THE PHILIPPINE COMPUTER SOCIETY (PCS) AND THE PHILIPPINE STATE UNIVERSITIES AND COLLEGES COMPUTER EDUCATION AND SYSTEMS SOCIETY (PSUCCESS)

WHEREAS, the Philippine Computer Society (PCS), an organization of ICT professionals and executives in the private and government sectors and the Philippine State Universities and Colleges Computer Education and Systems Society (PSUCCESS) are professional organizations promote and support effective use of ICT in business and governance;

WHEREAS, PCS and PSUCCESS will hold *Synchronicity in Manila Conference* concurrently with COMDDAP Expo 2003, an ICT exhibits and technology updates event organized by the Computer Manufacturers, Distributors and Dealers Association of the Philippines (COMDDAP) on October 2 to 4, 2003 at the Asian Institute of Management Conference Center and Shangri-La Manila Hotel, Makati City; and

WHEREAS, the conference aims to encourage concerted efforts towards the use of ICT as a tool for Philippine progress; present and discuss (a) the latest ICT development, (b) latest results of ICT research, (c) ICT best practices, (d) latest updates to the computerized New Government Accounting System (NGAS), and (e) various technopreneurial opportunities in ICT.

NOW, THEREFORE, I, ALBERTO G. ROMULO, Executive Secretary, by order of Her Excellency, **GLORIA MACAPAGAL-ARROYO**, do hereby order:

SECTION 1. All heads of government departments, bureaus, offices, agencies, local government units, government-owned and/or controlled corporations and their subsidiaries, government financial institutions, and state universities and colleges are hereby enjoined to:

1.1 Allow their ICT executives, professionals, practitioners, users, educators and allied professions in the government service to participate in the *Synchronicity in Manila on October 2 to 4, 2003*, provided that their attendance will not prejudice the regular delivery of service of the agency concerned; and

1.2 Consider the conference an official staff development activity of the participants, subject to availability of funds.

SEC. 2. All ICT executives, professionals, practitioners, users, educators and allied professions who will participate in the conference are enjoined to:

2.1 Participate actively in the discussion; and

2.2 Gain additional knowledge about new technological developments as these pertains to their agency situation and needs.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 24th day of September, 2003.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR No. 52

**SUSPENSION OF THE GRANT OF CLOTHING ALLOWANCE IN CONNECTION WITH
FOREIGN TRIPS**

In line with the continuing fiscal control program of the government, this Office has for some time now been disallowing the grant of clothing allowance in connection with foreign trips of government officials and employees, regardless of their nature/purpose and duration, as well as destination of the traveling official.

For uniformity in the disposition of requests for this particular entitlement, the aforesaid action of this Office shall be observed by all agencies as a matter of policy until further advice. Accordingly, the grant of clothing allowance connected with all categories of trips is deemed suspended indefinitely.

Manila, 2 October 2003

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 53

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE AND PARTICIPATE IN THE CELEBRATION OF NATIONAL GOVERNMENT EMPLOYEES' WEEK ON DECEMBER 1 TO 7, 2003

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as National Government Employees' Week. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is *"Rationalizing, Recognizing and Re-invigorating the Role of Government Employees in Governance"*.

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFIs) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of *National Government Employees' Week* in coordination with other concerned agencies.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, 30 October 2003

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 54

STRENGTHENING THE REGIONAL DEVELOPMENT COUNCILS' FUNCTION ON THE REVIEW AND ENDORSEMENT OF THE NATIONAL GOVERNMENT'S BUDGET AND FOR OTHER PURPOSES

Pursuant To Executive Order No. 325 (series of 1996), all agency regional offices, state colleges and universities, and special development authorities are directed to:

1. Consult their respective Regional Development Councils (RDCs) in the formulation of their annual regional budgets; and
2. Provide feedback to RDCs on their final agency budgets and RDC-endorsed programs and projects.

The Department of Budget and Management (DBM) shall include the RDC budget review and endorsement of regional agency budgets in the annual National Budget Memorandum (NBM). The DBM shall allocate at least two months for the RDC budget review in the budget calendar. Furthermore, the DBM shall issue the NBM not later than the first week of March of each year and shall consider the attached schedule (Annex A of Joint RDC Resolution No. 4, series of 2003).

The RDCs, on the other hand, shall prepare their respective work program for the regional budget review each year.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila this 2nd day of February in the year of Our Lord, Two Thousand and Four.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Reference: Annex A

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 55

DIRECTING ALL DEPARTMENTS, BUREAUS, OFFICES AND INSTRUMENTALITIES OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO INCORPORATE THE USE OF ONE PERCENT (1%) BY VOLUME COCONUT METHYL ESTER IN THEIR DIESEL REQUIREMENTS

WHEREAS, under Section 2(a) of R.A. No. 7638, known as the “Department of Energy Act of 1992”, it is declared the policy of the State to ensure a continuous, adequate and economic supply of energy with the end in view of ultimately achieving self-reliance in the country’s energy requirements through the integrated and intensive exploration, production, management and development of the country’s indigenous energy resources, without sacrificing ecological concerns;

WHEREAS, under Sections 2 and 4(a) of R.A. No. 8749, known as “The Philippine Clean Air Act (PCAA) of 1999”, it is declared the policy of the State to protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature and recognize the citizens’ right to breathe clean air;

WHEREAS, the government is a major user of motor vehicles operating on diesel fuel;

WHEREAS, the Coconut Methyl Ester (CME) blended with petroleum diesel fuel can reduce harmful emissions such as carbon particulates and greenhouse gases thereby improving air quality and at the same time improving the performance of the engines;

WHEREAS, the World-wide Fuel Charter states that based on the technical effects of fatty acid methyl esters (FAME), which include CME, “...it is strongly advised the FAME content be restricted to less than or at five percent (5%)”.

WHEREAS, the use of CME in the petroleum industry will create a new and significant application for coconut oil and reinvigorate the Philippine coconut industry through the creation of a new domestic market and increased productivity, thereby improving the lives of coconut farmers.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. All departments, bureaus, offices and instrumentalities of the Government, including government-owned and controlled corporations, are hereby directed to use one percent (1%) CME by volumes a blend in petroleum diesel fuel.

SEC. 2. The Department of Energy (DOE) shall be the lead implementing agency for the CME-Diesel Program. The DOE shall coordinate with various government agencies and private entities involved in CME activities and shall prepare a strategic plan outlining national goals in the development and expanded utilization of CME and provide policy direction for the effective implementation and monitoring of the program.

SEC. 3. The Philippine Coconut Authority (PCA) is hereby directed to include in its national program for the coconut industry the development of the supply chain for CME, and in consultation/coordination with the other government agencies and the private sector, shall formulate a program to encourage investment and technology for the production of CME to meet the needs of the domestic market.

SEC. 4. The DOE, in coordination, with the concerned government agencies shall formulate and issue the necessary implementing rules and regulations within thirty (30) days after the effectivity of this Circular.

SEC. 5. All departments, bureaus, offices and instrumentalities of the Government, including government-owned and controlled corporations, are hereby directed to provide the necessary resources which will be utilized to implement the CME program subject to existing auditing and accounting rules and regulations.

SEC. 6. All orders, issuances, rules and regulations or parts thereof, which are inconsistent with this Circular are hereby repealed or modified accordingly.

SEC. 7. If for any reason or reasons, any part of this circular is declared unconstitutional or invalid, the validity of the other provisions shall not be affected by such declaration.

SEC. 8. This Memorandum Circular shall take effect fifteen (15) days after its publication in at least two (2) newspapers of general circulation.

DONE in the City of Manila, this 9th day of February, in the year of Our Lord, Two Thousand and Four.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 56

ENJOINING ALL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) PROFESSIONALS, EXECUTIVES, PRACTITIONERS, USERS AND ALLIED PROFESSIONS IN THE ACADEME AND GOVERNMENT SERVICE TO ATTEND THE “SYNCHRONICITY CONFERENCES” TO BE CONDUCTED JOINTLY BY THE PHILIPPINE COMPUTER SOCIETY (PCS) AND THE PHILIPPINE STATE UNIVERSITIES AND COLLEGES COMPUTER EDUCATION AND SYSTEMS SOCIETY (PSUCCESS)

WHEREAS, the Philippine Computer Society (PCS), an organization of ICT professionals and executives in the private and government sectors and the Philippine State Universities and Colleges Computer Education and Systems Society (PSUCCESS) are professional organizations which promote and support effective use of ICT in business and governance;

WHEREAS, PCS and PSUCCESS will hold *Synchronicity Conferences* on February 2004 in Baguio City and on June 2004 in Cebu City, with the theme “*Industry, Government and Academe: Matching Jobs and People*”, and

WHEREAS, the conference aims to encourage concerted efforts towards the use of ICT as a tool for Philippine progress; present and discuss (a) the latest ICT development, (b) latest results of ICT research, (c) ICT best practices, (d) latest updates to the computerized New Government Accounting System (NGAS), and (e) various technopreneurial opportunities in ICT.

NOW, THEREFORE, I, ALBERTO G. ROMULO, Executive Secretary, by order of Her Excellency, **GLORIA MACAPAGAL-ARROYO**, do hereby order:

SECTION 1. All heads of government departments, bureaus, offices, agencies, local government units, government-owned and/or controlled corporations and their subsidiaries, government financial institutions, and state universities and colleges are hereby enjoined to:

1.1 Allow their ICT executives, professionals, practitioners, users, educators and allied professions in the government service to participate in the *Synchronicity Conferences 2004*, provided that their attendance will not prejudice the regular delivery of service of the agency concerned; and

1.2 Consider the conference an official staff development activity of the participants, subject to availability of funds.

SEC. 2. All ICT executives, professionals, practitioners, users, educators and allied professions who will participate in the conference are enjoined to:

2.1 Participate actively in the discussion; and

2.2 Gain additional knowledge about new technological developments as these pertains to their agency situation and needs.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 11th day of February, 2004.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

By the Executive Secretary:

(SGD.) JOAQUIN C. LAGONERA

Senior Deputy Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 57

REASSIGNMENT OF RESPONSIBILITIES IN THE OFFICE OF THE PRESIDENT/OFFICE OF THE EXECUTIVE SECRETARY

In the exigency of the service, the following changes in functions and responsibilities are hereby directed:

1. The responsibility of processing Presidential issuances (Executive Orders, Proclamations, Administrative Orders, Memorandum Orders, Memorandum Circulars) is hereby reassigned to Deputy Executive Secretary for Legal Affairs Manuel B. Gaité.
2. Deputy Executive Secretary Arthur P. Autea shall continue to have responsibility for the processing of pardons, parole and executive clemency. In addition, he shall handle the review and resolution of appealed cases as may be assigned to him by the Executive Secretary or indorsed by the Deputy Executive Secretary for Legal Affairs.
3. Deputy Executive Secretary Jose T. Tale is hereby tasked to assist the Executive Secretary on regional and community development concerns, and as such shall have the following functions and responsibilities:
 - a. Assist the Executive Secretary in overseeing the Cabinet Officers for Regional Development (CORD) System, pursuant to AO No. 34, dated May 2, 2002.
 - b. Focal point in OP/OES in coordinating with NAPC and the KALAHATI Program, as well as in enhancing linkages between the national and local government and private sector on various poverty reduction initiatives, such as Gawad Kalinga; focal point in OP/OES in pursuing the concept of a debt for poverty reduction scheme.
 - c. Focal point in OP/OES in coordinating with HUDCC and DENR in connection with the President's priority socialized housing projects.
 - d. Other functions and responsibilities as the President or the Executive Secretary may assign from time to time.

Memorandum Circular No. 47, dated August 15, 2003 and other previous memorandum orders/circulars which are inconsistent herewith are amended and modified accordingly.

This Memorandum Circular shall take effect immediately.

Manila, 12 February 2004

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 58

DIRECTING ALL HEADS OF DEPARTMENTS, AGENCIES, BUREAUS, OFFICES INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, TO PROVIDE FULL ASSISTANCE AND COOPERATION TO THE PROVINCIAL GOVERNMENT OF BULACAN IN THE IMPLEMENTATION OF THE PROPOSED BAYABAS DAM PROJECT IN THE MUNICIPALITY OF DONA REMEDIOS TRINIDAD PROVINCE OF BULACAN

WHEREAS, the province of Bulacan and its municipalities are experiencing extreme water shortage due to increased salt intrusion from Manila Bay;

WHEREAS, the provincial Government of Bulacan, hereinafter referred to as the “Provincial Government”, through the Provincial Governor, has recommended the implementation through a Build-Operate (BOT) arrangement or any other appropriate schemes the Bayabas Dam project in Dona Remedios Trinidad, Bulacan;

WHEREAS, the Provincial Government is authorized under Republic Act No. 6957, as amended, to enter into contract with any duly prequalified project proponent for the financing, construction, operation and maintenance of any financially viable infrastructure or development facility such the Bayabas Dam in the Municipality of Dona Remedios Trinidad, Province of Bulacan subject to existing laws, rules and regulations;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Assistance. – All heads of departments, agencies, bureaus, offices, including government-owned or controlled corporations, are hereby enjoined to provide full assistance and cooperation, in accordance with law, to the Provincial Government of Bulacan in the implementation of the proposed Bayabas Dam project in the Municipality of Dona Remedios Trinidad, Province of Bulacan, such as but not limited to the following:

- a. Department of Environment and Natural Resources;
- b. Department of Public Works and Highways;
- c. National Economic Development Authority.
- d. Metropolitan Waterworks and Sewerage System;
- e. National Water Resources Board;
- f. Local Water Utilities Administration;
- g. National Irrigation Administration; and
- h. Housing and Urban Development Coordinating Council.

SECTION 2. Coordination and Monitoring. – The BOT Center of the Coordinating Council of the Philippine Assistance Program (BOT Center) shall be responsible for the coordination and monitoring of the Bayabas Dam Project with the BOT unit of the Provincial Government and the Project Development Officer of the Bayabas Dam Project. For this purpose, the Provincial Government shall periodically submit to the BOT Center on the status of the Bayabas Dam Project. The BOT Center is

hereby mandated to guide the Provincial Government in the preparation and development of the Bayabas Dam Project.

SECTION 3. *Repealing Clause.* – All executive issuances, rules and regulations or parts thereof which are inconsistent with this Memorandum Order are hereby repealed, amended, or modified accordingly.

SECTION 4. *Effectivity.* – This Memorandum Order shall take effect immediately.

City of Manila, 2nd day of April 2004.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 59

ENJOINING ALL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) PROFESSIONALS, EXECUTIVES, PRACTITIONERS, USERS AND ALLIED PROFESSIONS IN THE ACADEME AND GOVERNMENT SERVICE TO ATTEND THE “FIRST NATIONAL SUMMIT ON CRITICAL INFORMATION AND COMMUNICATIONS INFRASTRUCTURE PROTECTION” TO BE CONDUCTED JOINTLY BY THE COC-IS TASK FORCE FOR THE SECURITY OF CRITICAL INFRASTRUCTURES (TFSCI) AND THE CHIEF INFORMATION OFFICERS FORUM, INC. (CIOF)

WHEREAS, the Task Force for the Security of Critical Infrastructures (TFSCI) under the Cabinet Oversight Committee on Internal Security (COC-IS) was tasked to ensure the protection of critical infrastructures through coordination, collaboration and partnership among and between government and the private sector, in partnership with the Chief Information Officers Forum, Inc. (CIOF) a professional organization of ICT professionals/planners and executives in the government sector committed to promote and support effective use of ICT in governance;

WHEREAS, TFSCI in partnership with CIOF will hold *The First National Summit on Critical Information and Communications Infrastructure Protection* with the theme “*Managing a Cyber-Safe Philippines*” on April 15-16, 2004, at the EDSA Shangri-La Hotel, Mandaluyong City;

WHEREAS, the conference aims to encourage concerted efforts towards the use of ICT as a tool for Philippine progress; present and discuss (a) the latest ICT developments in cyber infrastructure security; (b) public and private sector roles in securing critical cyber infrastructure; (c) available technologies for securing ICT infrastructure; and (d) policies on various cyber security efforts of the government.

NOW, THEREFORE, I, ALBERTO G. ROMULO, Executive Secretary, by order of Her Excellency, **GLORIA MACAPAGAL-ARROYO**, do hereby order:

SECTION 1. All heads of government departments, bureaus, offices, agencies, local government units, government-owned and/or controlled corporations and their subsidiaries, government financial institutions, and state universities and colleges are hereby enjoined to:

1.1. Allow their ICT executives, planners, professionals, practitioners, users, educators and allied professions in the government service to participate in The First National Summit on Critical Information and Communications Infrastructure Protection on April 15-16, 2004, provided that their attendance will not prejudice the regular delivery of service of the agency concerned; and

1.2. Consider the conference an official staff development activity of the participants, subject to availability of funds.

Sec. 2. All ICT executives, planners, professionals, practitioners, users, educators and allied professions who will participate in the conference are enjoined to:

1.1 Participate actively in the discussions; and

1.2 Gain additional knowledge about new technological developments on cyber security as these pertain to their agency situations and needs.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 5th day of April, in the year of Our Lord, Two Thousand and Four.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

By the Executive Secretary:

(SGD.) JOAQUIN C. LAGONERA

Senior Deputy Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 60

DIRECTING ALL AGENCIES OF THE GOVERNMENT TO ADOPT AND OBSERVE THE GUIDELINES FOR PROJECT LOAN NEGOTIATIONS AND PACKAGING OF GOVERNMENT FOREIGN-ASSISTED INFRASTRUCTURE PROJECTS PRESCRIBED UNDER EXECUTIVE ORDER NO. 278 DATED FEBRUARY 2, 2004 AND ITS IMPLEMENTING RULES AND REGULATIONS

WHEREAS, by virtue of Executive Order No. 278 dated February 2, 2004, guidelines for the preparation and packaging of projects/contracts and the negotiation of loans for government foreign-assisted infrastructure projects were prescribed;

WHEREAS, these guidelines are intended to provide Filipino constructors and consultants with better market opportunities and allow them to upgrade their capabilities and compete internationally;

WHEREAS, the National Economic and Development Authority Infrastructure Committee has promulgated the Implementing Rules and Regulations for Executive Order No. 278.

NOW, THEREFORE, I, ALBERTO G. ROMULO, Executive Secretary, by order of Her Excellency, **PRESIDENT GLORIA MACAPAGAL-ARROYO**, hereby direct all agencies of the government to adopt and observe the guidelines for project loan negotiations and packaging of government foreign-assisted infrastructure projects prescribed under Executive Order No. 278 dated February 2, 2004 and its Implementing Rules and Regulations.

For strict compliance.

City of Manila, 19 May 2004.

By order of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

By the Executive Secretary:

(SGD.) JOAQUIN C. LAGONERA

Senior Deputy Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 61

DIRECTING ALL CABINET MEMBERS, HEADS OF OFFICES AND AMBASSADORS TO CONTINUE, IN A HOLD-OVER CAPACITY, TO PERFORM THEIR DUTIES AND RESPONSIBILITIES

To avoid disruption of public service, all Cabinet members, heads of offices and ambassadors shall remain in office and continue, in a hold-over capacity, to perform their duties and discharge their responsibilities until their resignation is accepted, or their respective replacements are appointed or designated and shall have qualified, or they shall have been reappointed.

Done in the City of Manila, this Circular shall take effect this 30th day of June 2004.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 63

AUTHORIZING ATTENDANCE TO THE 41ST FOUNDATION DAY AND ALUMNI CONVENTION AND HOMECOMING FELLOWSHIP OF THE NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

The National Defense College of the Philippines (NDCP) will celebrate its 41st Foundation Day Anniversary and Alumni Convention and Homecoming on August 11 to 13, 2004 at the NDCP Honor Hall and NDCP Auditorium. The theme for this year's celebration is '*The NDCP: Bridging Leaders into Future*'.

The NDCP Symposium and Convention will be a good opportunity for the alumni to enhance their expertise in governance and decision-making.

In this connection, alumni of NDCP who are working in the government sector are authorized to attend, *on official time*, the 41st Foundation Anniversary and Alumni Convention and Homecoming to be held on August from 8:00 a.m. to 5:00 p.m. at the NDCP Honor Hall and a Symposium to be held on same date from 9:00 a.m. to 12:00 noon at the NDCP Auditorium.

By authority of the President:

(SGD.) ALBERTO G. ROMULO

Executive Secretary

Manila, July 29, 2004

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 64

In view of the continuous heavy rains and the flooding of the streets in Metro Manila today caused by tropical depression "*Marce*", work in all government offices in Metro Manila, including government-owned and controlled corporations, is hereby suspended effective *12:01 P.M.* today. Government agencies performing vital functions shall, however, maintain a skeletal work force to ensure delivery of services and continuity of their operations.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, August 25, 2004

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 65

In view of the continuous heavy rains and the flooding of the streets in Metro Manila today caused by the exit of typhoon “Marce” and the probable entry of typhoon “Nina” (International name- “Chaba”), work in all government offices, including government-owned and controlled corporations, is hereby suspended the whole day today. Government agencies shall maintain skeletal work force to maintain government service. Those agencies whose function is the delivery of basic services and response to disaster and calamities shall continue to be in their place of work.

The Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, August 26, 2004

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 66

AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT UNITS TO ATTEND THE NATIONAL CONVENTION ON “CREATING THE NEW FILIPINO COMMUNITY IN THE 21ST CENTURY”

WHEREAS, in commemoration of the Urban Development Week declared under Proclamation No. 257 dated September 16, 2002, the National Real Estate Association (NREA) will be holding a National Convention & Exhibition on September 23-25, 2004 at SM Megatrade Hall, SM Megamall, EDSA, Mandaluyong City, with the theme: *“Creating the New Filipino Community in the 21st Century”*;

WHEREAS, the convention has been programmed to design a new Filipino community that is updated and responsive to the needs and requirements of the modern and progressive Philippines with emphasis on the implementation of the Comprehensive Land Use Plan (CLUP) mandated by the Local Government Code:

WHEREAS, the presentations and discussions during the convention among the government officials and the private sector will push forward the government state of readiness in the implementation of the laws, rules and regulation on the matter and the private sectors major participation to achieve such goals.

NOW, THEREFORE, I, EDUARDO R. ERMITA, Acting Executive Secretary, by authority of the President, do hereby order:

SECTION 1. Heads of departments, bureaus, offices, agencies, including government-owned and/or controlled corporations and their subsidiaries government financial institutions and local government units are enjoined to allow at least one (1) representative from their offices whose job is relevant to the convention to attend the convention on official time.

Sec. 2. Government participants will attend the convention on official time with expenses allowable at rates prescribed in accordance with current COA, CSC and DBM policies chargeable against the funds of their respective offices, subject to the availability of funds and the usual accounting and auditing rules and regulations.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 27th day of August, in the year of Our Lord, Two Thousand and Four.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Acting Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 67

TO: ALL HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND OFFICES/INSTRUMENTALITIES OF THE NATIONAL AND LOCAL GOVERNMENTS, AND OTHER CONCERNED

RE: DIRECTING THE OPERATIONALIZATION OF THE MINERALS ACTION PLAN FOR MINERAL RESOURCES DEVELOPMENT

Pursuant to Executive Order (EO) No. 270, dated January 16, 2004, as amended, the Department of Environment and Natural Resources (DENR) was directed to take the lead in the preparation of the Minerals Action Plan (MAP) in consultation with other agencies concerned and stakeholders.

Guided by EO No. 270, as amended, and after an extensive consultation, the MAP was formulated.

In the light of the foregoing, the operationalization of the MAP is hereby ordered, and all heads of departments, chiefs of bureaus and offices-instrumentalities of the national and local governments, and others concerned shall be guided by the following directives:

1. The DENR shall oversee and monitor the operationalization of the MAP. For this purpose, the DENR shall provide the coordinating and monitoring mechanisms for the MAP's implementation. It shall mobilize all its bureaus and attached agencies, as may be necessary, to attain this goal.
2. All government departments, agencies and instrumentalities, such as but not limited to, the Department of Trade and Industry, Department of the Interior and Local Government, Department of Finance, National Economic Development Authority, National Anti-Poverty Commission and National Commission on Indigenous Peoples, are hereby directed to provide priority support in the implementation of the MAP.
3. The DENR shall coordinate with the minerals industry, the local government units, civil society and other business sectors concerned in operationalizing the MAP. Stakeholders are hereby enjoined to adopt and implement the guiding principles and strategic directions provided under Executive Order No. 270, as amended.
4. The DENR, in coordination with the Department of Finance, Department of Budget and Management and the National Economic and Development Authority, shall identify funding sources in implementing and monitoring of implementation of the MAP.

For strict compliance.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Acting Executive Secretary

Manila, September 13, 2004

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 68

TO: ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES, BUREAUS AND OFFICES

In the interest of efficiency in the processing of requests for Presidential issuances and/or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, it is hereby reiterated once more that such requests shall be submitted to the Office of the President (OP) only after **complete staff work (CSW)** has been conducted. The request shall enclose the basic papers and all documents related thereto, and with a covering Memorandum not exceeding two pages containing the following information:

1. **Justification** – an explanation on the economic, administrative or other justification for the requested issuance or approval.
2. **Legal Basis** – a statement citing the legal basis for the requested issuance or approval.
3. **Agencies Involved** – a statement enumerating the Departments, agencies or offices that may be involved in, or affected by, the implementation of the requested issuance or approval.
4. **Coordination with Agencies** – a statement that the necessary coordination or consultations were made with the agencies involved or affected, attaching copies for their comments/recommendation thereon duly signed by the Department Secretaries or Heads of Agencies concerned.
5. **Potential Problems** – a statement on the potential risks, problems, or complications, if any, that may arise if the request for Presidential issuance or approval is granted or denied.
6. **Fund Availability** – a certification from the agency's budget/finance officer that funds for the purpose are available, if necessary.
7. **Draft Action Document** – a draft of the dispositive action document desired from the OP, subject to adjustment and finalization as appropriate by the OP.

Requests for Presidential issuances and/or approval not complying with the forgoing requirements may be returned to the requesting Department/ Agency/Official for completion of necessary staff work.

For compliance.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Acting Executive Secretary

Manila, September 17, 2004

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 69

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF OFFICIALS AND EMPLOYEES OF VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE NATIONAL CONVENTION OF THE PHILIPPINE INSTITUTE OF ENVIRONMENTAL PLANNERS

The Philippine Institute of Environmental Planners (PIEP) will hold its 35th Foundation Day Anniversary and National Convention on October 29-30, 2004, with the theme: ***Gearing Up the Filipino Planner for National and Global Change***, at the Century Park Hotel, Manila.

In support of the government's efforts towards a better Philippine environment, officials and employees of various government agencies and local government units are hereby authorized to attend the above-mentioned Convention ***on official time only*** at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

Within thirty (30) days thereafter, participants shall submit a report on the Convention outputs, action plans and recommendations to the office of their respective department secretaries and heads of agencies. Likewise, the PIEP shall furnish the Civil Service Commission a report on the results of the Convention as well as a list of the attendees.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Acting Executive Secretary

Manila, September 15, 2004

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 70

AMENDING MEMORANDUM CIRCULAR NO. 69 DATED SEPTEMBER 15, 2004, ENTITLED “AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF OFFICIALS AND EMPLOYEES OF VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE NATIONAL CONVENTION OF THE PHILIPPINE INSTITUTE OF ENVIRONMENTAL PLANNERS”

In support of the government’s austerity measures and to enable more members to participate in the 35th Foundation Day Anniversary and National Convention of the Philippine Institute of Environmental Planners, Memorandum Circular No. 69 dated September 15, 2004 is hereby amended by **changing the date** of the said Convention from October 29-30, 2004 to November 12-13, 2004, and **venue** from Century Park Hotel to the Occupational Health and Safety Center at the North Avenue, Quezon City.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, OCT 18 2004

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 71

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF MEMBERS OF THE SOCIETY OF PHILIPPINE ACCREDITED CONSULTANTS, INC. (SPAC) IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE NATIONAL SYMPOSIUM TO BE HOSTED BY SPAC

The Society of Philippine Accredited Consultants, Inc. (SPAC), will hold its National Symposium on October 15, 2004 (half-day) at the National Center for Transport Studies, U.P. Campus, Diliman, Quezon City.

In this connection, members of the SPAC in various government agencies and local government units are hereby authorized to attend the above-mentioned Symposium on *official time* only, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, OCT 18 2004

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 72

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE EMPLOYEES' WEEK ON DECEMBER 6 TO 10, 2004

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as *National Government Employees' Week*. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is ***"Kawani – Bayani ng Bayan: Iangat ang Kabuhayan – Tanggalin ang Katiwalian"***.

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFIs) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of *National Government Employees' Week* in coordination with other concerned agencies.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, NOV 02 2004

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 73

AUTHORIZING ATTENDANCE TO THE INTEGRATED BAR OF THE PHILIPPINES (IBP) BICOLANDIA REGIONAL CONVENTION AND MANDATORY CONTINUING LEGAL EDUCATION (MCLE)

In the upcoming Regional Convention and MCLE Seminar to be conducted by the Integrated Bar of the Philippines Bicolandia Region on November 4 to 6, 2004, with the theme “Law as Catalyst for Economic Development”, at Legazpi Country Club/Hotel Venezia, Legazpi City, lawyers in various government offices in the Bicolandia Region are hereby allowed to attend said event **onofficial time, provided that there will be no cost or expenditure on the part of the government offices concerned in terms of fees or travel allowances**, which must be borne by the attendees.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, NOV 03 2004

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 74

**AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF LAWYERS IN THE
REGIONAL CONVENTION AND MANDATORY CONTINUING LEGAL EDUCATION
SEMINAR**

The Southern Luzon Region of the Integrated Bar of the Philippines (IBP) will hold its Regional Convention and Mandatory Continuing Legal Education (MCLE) Seminar on the theme: "Technology and the Practice of Law: Challenges and Issues," at the Hotel Pontefino, Pastor Village, Batangas City on November 18-20, 2004.

In consideration of the MCLE compliance requirement for active IBP members, lawyers in various government agencies and local government units in Southern Luzon are hereby authorized to attend the above-mentioned Convention and Seminar *on official time only*, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices, as well as the delivery of services to the public.

Within thirty (30) days thereafter, participants shall submit a report on the Convention outputs, action plans and recommendations to the offices of their respective department secretaries and agency heads. Likewise, the IBP shall furnish the Civil Service Commission a report on the results of the Convention, as well as a list of the attendees.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 10 November 2004

MALACAÑAN PALACE

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 75

DIRECTING THE TRANSFER OF REGIONAL OFFICES OF ALL DEPARTMENTS AND AGENCIES FROM ZAMBOANGA CITY TO PAGADIAN CITY PURSUANT TO EXECUTIVE ORDER NO. 429 SERIES OF 1990

WHEREAS, Executive Order No. 429, series of 1990 reorganized the administrative regions in Mindanao;

WHEREAS, Section 1 of EO 429 reorganized Region IX, and designated the City of Pagadian as the regional center and the City of Zamboanga as the commercial and industrial center.

NOW, THEREFORE, I, EDUARDO R. ERMITA, Executive Secretary, by authority of Her Excellency **GLORIA MACAPAGAL-ARROYO**, do hereby order:

SECTION 1. Except as herein provided, all regional offices of departments and agencies hereby directed to transfer from Zamboanga City to Pagadian City as soon as practicable.

SECTION 2. The Department of Trade and Industry, Department of Labor and Employment and Department of Tourism shall remain in Zamboanga City, the commercial and industrial center. However, they shall establish a presence in Pagadian City.

SECTION 3. This Memorandum Circular shall take effect immediately.

Done in the City of Manila this 12th day of November in the year of our Lord, Two Thousand and Four.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 76

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF CIVIL ENGINEERS IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE 30TH NATIONAL CONVENTION OF THE PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

The Philippine Institute of Civil Engineers, Inc. (PICE), will hold its National Convention and Annual Election on November 25 to 27, 2004 at the Philippine International Convention Center (PICC), Pasay City.

In this connection, civil engineers in various government agencies and local government units are hereby authorized to attend the above-mentioned Convention ***on official time only***, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, November 19, 2004

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 77

In view of the entry of super-typhoon “Yoyong” (International name “Nanmadol”), work in all government offices in Metro Manila, Regions II, III IV and V, including government-owned and controlled corporations, is hereby suspended effective *12:01 p.m.* today. Government agencies shall maintain skeletal workforce to maintain government service. Those agencies whose functions are the delivery of basic services and response to disaster and calamities shall continue to be in their place of work.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, December 2, 2004

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 78

In view of super-typhoon “Yoyong” (International name “Nanmado”), work in all government offices nationwide, including government-owned and controlled corporations, is hereby suspended today. Government agencies shall maintain skeletal work force to maintain government service. Those agencies whose functions are the delivery of basic services and response to disaster and calamities shall continue to be in their place of work.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, December 3, 2004

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 79

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF OFFICIALS AND EMPLOYEES IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE NATIONAL CONVENTION OF GOVERNMENT EMPLOYEES

The Philippine Government Employees Association (PGEA) and the National Convention of Government Employees Working Council are spearheading the celebration of Government Employees' Week and National Convention on December 6 to 12, 2004 pursuant to Proclamation No. 1130 and Memorandum Circular No. 72, with its theme; "*Kawani – Bayani ng Bayan: Iangat ang Kabuhayan – Tanggalin ang Katiwalian*".

In this connection, officials and employees in various government agencies and local government units are hereby authorized to attend the above-mentioned Convention on official time only, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, DEC 03 2004, 2004

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 80

**ENJOINING ALL GOVERNMENT OFFICES TO UNDERTAKE APPROPRIATE
ACTIVITIES IN THE OBSERVANCE OF THE NATIONAL HUMAN RIGHTS
CONSCIOUSNESS WEEK**

Pursuant to Republic Act No. 9201 dated July 2, 2002 which declared December 4 to 10 as National Human Rights Consciousness Week in the country and for other purposes, all heads of departments, bureaus and agencies of the national government, including government-owned and/or controlled corporations, government financial institutions as well as state colleges and universities, are hereby enjoined to undertake appropriate activities during the week-long celebration. These activities should aim at propagating a human rights culture in the country, as provided by law.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, December 3, 2004

MALACAÑAN PALACE

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 81

IMPLEMENTING THE STAGGERED WORKING TIME IN THE EXECUTIVE DEPARTMENT IN RELATION TO THE OTHER BRANCHES OF GOVERNMENT AND THE PRIVATE SECTOR IN METRO MANILA DURING THE CHRISTMAS SEASON FROM DECEMBER 15, 2004 TO JANUARY 6, 2005.

WHEREAS, the Government, in the exercise of its fundamental functions, has been focusing its effort to establish and provide the appropriate social, political and economic environment within which development can prosper;

WHEREAS, one factor that slows down development is the limited movement of goods and services due to traffic congestion in the Metro Manila area, which serves as the center of economic activity;

WHEREAS, it has become necessary that the traffic congestion in Metro Manila be significantly reduced during peak hours for the convenience of all road users;

WHEREAS, there is a need to institutionalize a system to regulate the use of roads within Metro Manila to ensure faster travel time, thus promoting business competitiveness and productivity, improving efficiency by lowering operating costs, and reducing work-related expenses of employees;

WHEREAS, this was the result of the consultation with the various groups such as the Department of Labor and Employment, Civil Service Commission, Tripartite Industrial Peace Council, Trade Union Congress of the Philippines, and Employers Confederation of the Philippines;

WHEREAS, during the consultation with the employers and employees, through their associations, they have expressed approval and support;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the power vested in me by law, do hereby order the implementation of a "*STAGGERED WORKING TIME*" to improve the delivery of goods and services, in accordance with the following provisions:

SECTION 1. The Executive Department and its bureaus and offices, including government owned and controlled corporations in the Metro Manila area, whose current office working hours start between 7:00 a.m. to 9:00 a.m. shall now hold office starting at 7:00 a.m. and ending at 4:00 p.m. to complete the eight (8) hour work day.

In no case shall the weekly working hours be reduced in the event Government departments, bureaus and offices including government owned and controlled corporations in the Metro Manila area adopt the above work schedule in reporting for work.

SECTION 2. Offices in the private sector, whose current office working hours start between 7:00 a.m. to 9:00 a.m., are strongly encouraged to hold office starting at 9:00 a.m. and ending at 6:00 p.m. to complete the eight (8) hour work day.

SECTION 3. The offices of the Legislative and Judicial Branches of Government, the Constitutional Commissions and Local Government Units in the Metro Manila area are strongly urged to adopt the provisions of this Circular.

SECTION 4. *Repealing Clause.* All orders, issuances, rules and regulations, which are considered inconsistent with this Memorandum Circular are hereby repealed and modified accordingly.

SECTION 5. *Effectivity.* This Memorandum Circular shall take effect from December 15, 2004 to January 6, 2005.

Done in the City of Manila, this 14th day of December, in the year of our Lord, two thousand and four.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR No. 82

**REMINDING THE OBSERVANCE OF CONSTITUTION DAY EVERY 2ND DAY OF
FEBRUARY**

Pursuant to Proclamation No. 211 dated February 29, 1988, the 2nd day of February of every year has been declared as “Constitution Day” to give the Filipino people the opportunity to consecrate and dedicate themselves to the Constitution and ponder the significance thereof.

In this regard, the Department of Education (DepEd), the Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA) are hereby directed to undertake appropriate activities and programs which shall encourage the active participation and remind educational institutions, non-government organizations (NGOs) and the private sector of the significance of “Constitution Day” and ensure a meaningful observance thereof.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 27 January, 2005

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR No. 83

AUTHORIZING THE ATTENDANCE OF LAWYERS EMPLOYED IN THE GOVERNMENT OFFICES AND AGENCIES IN THE 10TH IBP NATIONAL CONVENTION AT CAMP JOHN HAY, BAGUIO CITY

The Integrated Bar of the Philippines will hold the 10th National Convention of Lawyers on April 19 – 23, 2005 at the CAP – John Hay Convention Center, Camp John Hay, Baguio City.

In this connection, lawyers employed in government offices and agencies are hereby authorized to attend the said convention on official time, subject to the discretion of the office head to determine the number of attendees so as not to disrupt the operations of their offices, and provided that there will be no cost or expenditure on the part of the government offices concerned in terms of fees or travel allowances, which must be borne by the attendees.

Participants shall submit to their respective unit/head a complete report of their attendance or participation in the said convention.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 21 March 2005

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 84

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF CIVIL ENGINEERS IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE 2005 NATIONAL MIDYEAR CONVENTION OF THE PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

The Philippine Institute of Civil Engineers, Inc. (PICE), will hold its 2005 National Midyear Convention on July 14-16, 2005 at the Grand Majestic City, Cebu City.

In this connection, Civil Engineers in various government agencies and local government units are hereby authorized to attend the above-mentioned Convention **on official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 30 May 2005

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 85

AUTHORIZING THE TURN-OVER TO THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) OF TWO (2) CONTAINER VANS OF GARLIC AND RED ONIONS

Two 40 feet (40') container vans of garlic and red onions which were declared abandoned in favor of the government, pursuant to Section 2610 of the Tariff and Customs Code of the Philippines, as amended, are in the custody of the Bureau of Customs.

The Department of Social Welfare and Development (DSWD) requests donation/turn-over of said produce in order to serve DSWD's growing number of clients in its various centers and institutions, thus, help DSWD minimize depletion of its food budget and further, that it be exempted from existing policy of the Bureau of Plant Industry whereby such confiscated produce are either being condemned or returned to its country of origin.

The Department of Finance (DOF) interposes no objection to the proposed disposition of said produce by way of donation in favor of DSWD, subject to compliance with the usual accounting and auditing requirements and pertinent customs laws, rules and regulations.

In this regard, DOF is hereby authorized to turn-over to DSWD the above-said two (2) container vans of garlic and red onions provided that the Bureau of Plant Industry, Department of Agriculture (BPI-DA) certifies that these are still fit for human consumption and provided further that pertinent government rules and regulations are complied with.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 02 June 2005

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 86

AUTHORIZING ATTENDANCE TO THE 42ND FOUNDATION DAY AND ALUMNI CONVENTION AND HOMECOMING FELLOWSHIP OF THE NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

The National Defense College of the Philippines (NDCP) will celebrate its 42nd Foundation Day Anniversary and Alumni Convention and Homecoming on August 10 to 12, 2005 at the NDCP Honor Hall and NDCP Auditorium.

The NDCP Symposium and Convention will be a good opportunity for the alumni to enhance their expertise in governance and decision-making.

In this connection, alumni of NDCP who are working in the government sector are authorized to attend, **on official time**, the 42nd Foundation Anniversary and Alumni Convention and Homecoming to be held on August 12 from 8 00 a.m. to 5:00 p.m. at the NDCP Honor Hall, Camp General Emilio Aguinaldo, Quezon City and a Symposium to be held on same date from 9-00 a.m. to 4:00 p.m. at the NDCP Auditorium.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, August 3, 2005

MALACAÑANG
Manila

MEMORANDUM CIRCULAR NO. 87

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF LAWYERS IN REGION VI IN THE MANDATORY CONTINUING LEGAL EDUCATION PROGRAM

The Integrated Bar of the Philippines (IBP)-Iloilo Chapter will co-sponsor with UP Law Center a Mandatory Continuing Legal Education (MCLE) Program on August 18 to 19, 2005 at Amigo Terrace Hotel, Iznart Street, Iloilo City.

In consideration of the MCLE compliance requirement for active IBP members, lawyers in various government agencies and local government units in Region VI are hereby authorized to attend the above-mentioned program **on official time only**, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices, as well as the delivery of services to the public.

By authority of the President:
(Sgd.) **EDUARDO R. ERMITA**
Executive Secretary

Manila, 13 August 2005

Source: **CDAsia**

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 88

AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT UNITS TO ATTEND THE NATIONAL CONVENTION ON “SUSTAINING THE REAL ESTATE BOOM”

WHEREAS, in commemoration of the Urban Development Week declared under Proclamation No. 257 dated September 16, 2002, the National Real Estate Association (NREA) will be holding a National Convention & Exhibition on September 22 to 24, 2005 at Megatrade Hall 3, SM Megamall, EDSA, Mandaluyong City, with the theme: “Sustaining the Real Estate Boom”;

WHEREAS, the convention is designed to undertake a program where the Government and the private sector can pursue a comprehensive and continuing program to create a new Filipino community to uplift the condition of the underprivileged and homeless citizens, optimize the productivity of land and urban resources, develop the use of industrial and commercial areas to generate more economic opportunity for the people, encourage more effective people’s participation in the urban development process and improve the capability of local government units to achieve the goals set by our laws;

WHEREAS, the presentations and discussions during the convention among, the government officials and the private sector will push forward the government’s state of readiness in the implementation of the laws, rules and regulation on the matter and the private sectors major participation to achieve such goals.

NOW, THEREFORE, I, EDUARDO R. ERMITA, Executive Secretary, by authority of the President, do hereby order:

SECTION 1. All heads of departments, bureaus, offices, agencies, including government-owned and/or controlled corporations and their subsidiaries, government financial institutions and local government units from the Provincial Governors, City Mayors, Municipal Mayors and/or their concerned officials/employees are hereby enjoined to attend the convention on official time.

Sec. 2. Participants shall actively participate in the discussions and in resolutions of critical issues.

Sec. 3. Because of the need for the government and private sector to be knowledgeable of the law, rules and regulations on the matter, all pertinent documents shall be given to the participants who shall submit all documents to the head of their office, including reports on current issues, resolutions and all recommendations for the effective compliance of all laws relative thereto.

Sec. 4. Government participants will attend the convention on official time with expenses allowable at rates prescribed in accordance with current COA, CSC and DBM policies chargeable against the funds of their respective offices, subject to the availability of funds and the usual accounting and auditing rules and regulations.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 17th day of August, in the year of Our Lord, Two Thousand and Five.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 89

REITERATING COMPLIANCE WITH A.O. 70, S. 2003 “STRENGTHENING OF THE INTERNAL CONTROL SYSTEMS OF THE GOVERNMENT OFFICES, AGENCIES, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, INCLUDING GOVERNMENT FINANCIAL INSTITUTIONS, STATE UNIVERSITIES AND COLLEGES AND LOCAL GOVERNMENT UNITS” AND ITS IMPLEMENTING GUIDELINES UNDER DBM BUDGET CIRCULAR NO. 2004-4.

Administrative Order (AO) No. 70 dated 14 April 2003 was issued to strengthen the internal control systems of the government offices, agencies, government-owned and/or controlled corporations, including government financial institutions, state universities and colleges and local government units by creating Internal Audit Service (IAS) in their respective offices.

The Department of Budget and Management (DBM), thereafter, issued Budget Circular No. 2004-4 dated 22 March 2004 providing for the “Guidelines on the Organization and Staffing of Internal Auditing Units (IAUs)” consistent with A.O. 70, s. 2003.

In the Presidential Anti-Corruption Workshop held on 15-17 December 2004, the 22-Integrity Development Action Plan (IDAP) National Framework was developed and presented to the President. This includes Prevention Action Plan No. 1: *“Strengthen Internal Control Through Institutionalization of Internal Audit Unit”*.

In line with its implementation, all heads of agencies are therefore enjoined to: (a) create an Internal Audit Service in their respective offices in compliance with AO 70, s. 2003; (b) observe the guidelines set forth under DBM Budget Circular No. 2004-4; and (c) submit report of compliance with AO 70, s. 2003 and DBM Budget Circular No. 2004-4 to the Office of the Executive Secretary.

Manila, 18 August 2005

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 90

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF MEMBERS OF THE SOCIETY OF PHILIPPINE ACCREDITED CONSULTANTS, INC. (SPAC) IN THE EXECUTIVE BRANCH OF THE GOVERNMENT IN THE ANNUAL CONVENTION TO BE HOSTED BY SPAC

The Society of Philippine Accredited Consultants, Inc. (SPAC), will hold its Annual Convention on October 14, 2005 at the Quezon City Sports Club.

In this connection, members of the SPAC in the executive branch of the government are hereby authorized to attend the above-mentioned Symposium on *official time* only, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, SEP 23 2005

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 91

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF CIVIL ENGINEERS IN THE EXECUTIVE BRANCH OF THE GOVERNMENT AND LOCAL GOVERNMENT UNITS IN THE 31st NATIONAL CONVENTION OF THE PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

The Philippine Institute of Civil Engineers, Inc. (PICE), will hold its National Convention and Annual Election on November 17 to 19, 2005 at the Manila Hotel, Manila.

In this connection, civil engineers in the executive branch of the government and local government units are hereby authorized to attend the above-mentioned Convention **on official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, October 18, 2005

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 92

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF CONCERNED PERSONNEL IN THE EXECUTIVE BRANCH OF THE GOVERNMENT AND LOCAL GOVERNMENT UNITS IN THE 7TH NATIONAL CONGRESS OF THE MORAL RECOVERY OFFICER FOUNDATION, INC.

The Moral Recovery Officers Foundation, Inc. (MROFI) will hold its 7th National Congress on November 24, 2005, with the theme "*Itaguyod: Pagbabago at Pagbubuo ng Bayan*," at the Kapulungang Claro M. Recto of Bulwagang Rizal College of Arts and Letters, University of the Philippines, Diliman, Quezon City.

In this connection, concerned personnel in the executive branch of the government and local government units are hereby authorized to attend said event **on official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

SO ORDERED.

Manila, Philippines, NOV 03 2005

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 93

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF OFFICIALS AND EMPLOYEES IN THE EXECUTIVE BRANCH OF THE GOVERNMENT AND LOCAL GOVERNMENT UNITS IN THE NATIONAL CONVENTION OF THE PHILIPPINE INSTITUTE OF ENVIRONMENTAL PLANNERS

The Philippine Institute of Environmental Planners (PIEP) will hold its National Convention on December 2 to 3, 2005, with the theme: ***“Meeting the Challenges of Planning for Disaster Risk Reduction”*** at the Occupational Safety and Health Center, North Avenue, Diliman, Quezon, City.

In support of the government’s efforts towards a better Philippine environment, officials and employees in the executive branch of the government and local government units are hereby authorized to attend the above-mentioned Convention ***on official time only*** at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

Within thirty (30) days thereafter, participants shall submit a report on the Convention outputs, action plans and recommendations to the office of their respective department secretaries and heads of agencies. Likewise the PIEP shall furnish the Civil Service Commission a report on the results of the Convention as well as a list of the attendees.

By authority of the President:

(SGD.) JOAQUIN C. LAGONERA

Acting Executive Secretary

Manila, 02 December 2005

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 94

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE EMPLOYEES' WEEK ON DECEMBER 5 TO 9, 2005

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as *National Government Employees' Week*. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is "***Kawani Kabalik sa Kinabukasan: Mabilis na Reporma Tungo sa Matatag na Republika***".

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFIs) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of *National Government Employees' Week* in coordination with other concerned agencies.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 05 December 2005

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 95

URGING ATTENDANCE OF GOVERNMENT OFFICIALS AND EMPLOYEES TO THE 31ST NATIONAL CONFERENCE ON PUBLIC PERSONNEL ADMINISTRATION OF THE PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP)

The Personnel Officers Association of the Philippines (POAP), an organization of government officials and employees actively engaged in the practice of progressive personnel/human resource (HR) management shall hold its 31st National Conference on Public Personnel Administration on December 7 to 9, 2005 at the Gymnasium of the Government Service Insurance System, Financial Center, Pasay City.

This conference shall be conducted in line with the call of President Gloria Macapagal-Arroyo to “enhance team spirit, open dialogues, provide more opportunities for professional growth and knowledge of all government servant-leaders”.

All heads of departments, bureaus and offices, including government-owned and/or controlled corporations (GOCCs) and their subsidiaries, government financing institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs), are therefore authorized to send POAP members in their organizational units and their other HR practitioner-personnel to attend this conference **on official time only**, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

For the guidance and compliance of all concerned.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, DEC 06 2005

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 96

ENJOINING OFFICIALS AND EMPLOYEES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ASSOCIATIONS TO SUPPORT THE COURTESY CAMPAIGN FOR PUBLIC SERVANTS

The government believes that the practice of courtesy within and beyond the entire system is a must. It is no doubt then that the delivery of public services should be coupled with basic courtesy to the entire population whom government officials and employees serve on a daily basis.

There is also a need to generally revitalize and continue existing courtesy programs of the government, non-government organizations, the civil society and other private associations.

In support of such programs, officials and employees of the national government, including government-owned and controlled corporations and state universities and colleges, as well as local government units and government employees associations are hereby enjoined to observe and participate in appropriate activities for the meaningful implementation whether as participant or sponsor of the **Courtesy Campaign for Public Servants** under the auspices of the Philippine Government Employees Association (PGEA), namely **Phase 1 – Search for the Best Courtesy Campaign: “Ibigay ang Puso: Gawad Magalang na Ahensya”**, this coming February 2006, **Phase 2 – Search for the Most Courteous Government Employee: “Gawad Kawani”** and **Phase 3 – Public Official’s Performance Efficiency Rating Campaign**.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

February 06, 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 97

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF LAWYERS IN THE IBP CENTRAL LUZON REGION (BATAAN, NUEVA ECIJA, PAMPANGA, PANGASINAN, TARLAC AND ZAMBALES) TO ATTEND THE MANDATORY CONTINUING LEGAL EDUCATION (MCLE) SEMINAR

The Integrated Bar of the Philippines (IBP)-Central Luzon Chapter will hold its Convention and MCLE Seminar on March 29 to April 1, 2006 at the Holiday Inn Resort (Mimosa Leisure Estate), Clark Field, Pampanga.

In consideration of the MCLE compliance requirement for active IBP members, lawyers in various government agencies and local government units in Central Luzon Region are hereby authorized to attend the above-mentioned convention and seminar **on official time only**, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices, as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 22 February, 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 98

With a view of supporting the economic and social agenda of the President as detailed in the Medium Term Development Plan and the 10-Point Legacy Agenda, all government owned and controlled corporations attached to the Office of the President (OP), and as may be provided by their respective charters, are hereby mandated to submit their annual reports to the OP with regard to policy direction, projects and finances.

The annual reports for the current year shall be submitted within thirty (30) days from the issuance of this Memorandum Order. Thereafter, the annual report shall be submitted before the end of February of each year.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 15th day of March, in the year of our Lord, Two Thousand and Six.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 99

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF LAWYERS IN REGION VI IN THE MANDATORY CONTINUING LEGAL EDUCATION PROGRAM

The Integrated Bar of the Philippines (IBP)-Iloilo Chapter will co-sponsor with UP Law Center a Mandatory Continuing Legal Education (MCLE) Program on April 20 to 21, 2006 at Barcelo Sarabia Manor Hotel and Convention Center, #101 Gen. Luna Street, Iloilo City.

In consideration of the MCLE compliance requirement for active IBP members, lawyers in various government agencies and local government units in Region VI are hereby authorized to attend the above-mentioned program **on official time only**, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices, as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, MAR 23 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 100

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF LAWYERS IN THE IBP SOUTHERN LUZON REGION (AURORA, BATANGAS, CALOOCAN-MALABON-NAVOTAS, CAVITE, LAGUNA, MAKATI, OCCIDENTAL & ORIENTAL MINDORO, PASAY-PARAÑAQUE-LAS PIÑAS-MUNTINLUPA, QUEZON AND RIZAL) TO ATTEND THE MANDATORY CONTINUING LEGAL EDUCATION (MCLE) SEMINAR

The Integrated Bar of the Philippines (IBP)-Southern Luzon Chapter will hold its Regional Convention and MCLE Seminar on June 23-24, 2006 at the Bellevue Hotel, Filinvest Complex, Alabang, Muntinlupa City.

In consideration of the MCLE compliance requirement for active IBP members, lawyers in various government agencies and local government units in Southern Luzon Region are hereby authorized to attend the above-mentioned convention and seminar **on official time only**, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices, as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 19th May 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 101

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) PERSONNEL IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE CIO E-GOVERNANCE CONFERENCE

The Chief Information Officers Forum, Inc. (CIOF), the country's organization of Government CIO's, will hold the CIO E-Governance Conference, on May 19, 2006, at the EDSA Shangri-La Hotel, Mandaluyong City.

In this connection, ICT personnel in various government agencies and local government units are hereby authorized to attend the above-mentioned Conference **on official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, May 19, 2006

MALACAÑAN PALACE

MANILA

MEMORANDUM CIRCULAR NO. 102

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF CIVIL ENGINEERS IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE NATIONAL MIDYEAR CONVENTION OF THE PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

The Philippine Institute of Civil Engineers, Inc. (PICE), will hold its National Midyear Convention to be hosted by PICE Palawan Chapter, on June 29 to July 1, 2006 at The Legend Palawan Hotel, Puerto Princesa City, Palawan.

In this connection, Civil Engineers in various government agencies and local government units are hereby authorized to attend the above-mentioned Convention on **official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, June 07, 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 103

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF GOVERNMENT AND LOCAL GOVERNMENT UNITS PERSONNEL, MEMBERS OF CONGRESS AND THE JUDICIARY TO ATTEND THE NATIONAL SUMMIT OF THE BAGONG USBONG NA LINGKOD BAYAN

Bagong Usbong na Lingkod Bayan (BULB), an organization of government officials and employees, will hold its first Summit on October 25 to 28 2006 in Manila.

In this connection, government and local government units personnel members of Congress and the Judiciary are hereby authorized to attend the above-mentioned Summit, on **official time** only, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 11 July 2006

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 104

Upon the recommendation of the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA) and in view of the continuing inclement weather brought about by tropical storm “Florita” and the enhanced southwest monsoon, work in all government offices in Regions I, II, III, IV, VI, CAR and NCR is hereby suspended effective 12:01 P.M. today.

However, those agencies whose functions involve the delivery of basic services, preparedness /response to disasters and calamities and/or the performance of other vital public services shall continue with their operations and render the necessary services.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 12 July 2006

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 105

ENJOINING ALL GOVERNMENT DEPARTMENTS, AGENCIES AND OFFICES INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, TO INVITE OBSERVERS FROM THE PRIVATE SECTOR AND THE NON-GOVERNMENT ORGANIZATIONS TO SIT IN ALL STAGES OF THE PROCEEDINGS OF THEIR RESPECTIVE BIDS AND AWARDS COMMITTEE

The government recognizes the vital role of the private sector and nongovernment organizations (NGOs) in reducing, if not eliminating, graft and corruption in the procurement of goods, services and infrastructure projects through active participation and constructive advocacy.

In line with the governing principles on government procurement as embodied in Section 13 of Republic Act No. 9184 as well as its Implementing Rules and Regulations-A, to enhance transparency and accountability, all government departments, agencies and offices, including government-owned and controlled corporations, are hereby enjoined to invite individuals coming from duly recognized private groups in a sector or discipline relevant to the procurement at hand and non-government organizations, including those accredited by the Bishops-Businessmen's Conference, to sit in as observers in its Bids and Awards Committees (BAC).

The Government Procurement Policy Board (GPPB) is directed to work out appropriate guidelines to enable all agencies to comply with this Memorandum Circular.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 23rd day of July, in the year of Our Lord, Two Thousand and Six.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑAN PALACE

MANILA

MEMORANDUM CIRCULAR NO. 106

AMENDING MEMORANDUM CIRCULAR NO. 103 DATED 11 JULY 2006

Pursuant to the recommendation of the Civil Service Commission in its Announcement No. 23 (s. 2006) and the Department of the Interior and Local Government in its Memorandum Circular No. 2006-68, Memorandum Circular No. 103 dated 11 July 2006 is hereby amended to include that payment of applicable traveling expenses and registration fee of Three Thousand Pesos (Php 3,000.00) per participant of all those officially approved by their heads of agencies to attend the National Summit of the *Bagong Usbong na Lingkod Bayan* on 25-28 October 2006 is hereby authorized, subject to the availability of funds of the concerned departments and agencies, and subject to the usual accounting and auditing procedures.

Heads of all departments and agencies, including Local Chief Executives, Members of Congress and the Judiciary, are hereby encouraged to send participants to said National Summit.

This Memorandum Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, Philippines JUL 25 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 107

In view of the continuous heavy rains and the flooding of the streets in Metro Manila caused by typhoon “**GLEND**A”, work in all government offices, including government-owned and controlled corporations, will be suspended tomorrow, July 24, 2006 in the National Capital Region. Government agencies performing vital functions shall, however, maintain a skeletal work force to ensure delivery of services and continuity of their operations.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, July 23, 2006

MALACAÑAN PALACE

MANILA

MEMORANDUM CIRCULAR NO. 108

**GUIDELINES ON APPEARANCES OF DEPARTMENT HEADS AND OTHER OFFICIALS
OF THE EXECUTIVE DEPARTMENT BEFORE CONGRESS**

WHEREAS, the principle of separation of powers between the Executive, Legislative and Judicial branches of government is enshrined in the Constitution;

WHEREAS, the Constitution establishes crucial safeguards regarding the power of inquiry of the Legislative branch of government to avoid possible abuse and to safeguard the rights of persons appearing before them as provided under the laws and the Constitution;

WHEREAS, Article VI, Section 21 of the Constitution provides that the Senate or the House of Representatives or any of its respective committees may conduct inquiries in aid of legislation in accordance with its duly published rules of procedures, and that the rights of persons appearing in or affected by such inquiries be respected;

WHEREAS, Article VI, Section 22 of the Constitution states that the heads of departments may, with the consent of the President, appear before either House of Congress on any matter pertaining to their departments and, when the security of the State or the public interest so requires and the President so states in writing, such appearance shall be conducted in executive session;

WHEREAS, there is a need to lay down guidelines for the appearance of department heads and other officials of the Executive department before either House of Congress to protect the rights of officials appearing therein, ensure the security of confidential information vital to national interest and uphold the Constitutional principle of separation of powers;

WHEREAS, the Supreme Court, in its Decision dated 20 April 2006 and Resolution dated 14 July 2006 in the case of *Senate of the Philippines, et al. vs. Eduardo Ermita, et al.*, G.R. No. 169777, has laid down certain rules and guidelines in respect thereof and, there is now a need to consolidate the same with existing policies and guidelines for the observance of all concerned;

WHEREAS, under the Constitution and the 1987 Administrative Code, the President shall have control of all government departments, bureaus and offices and shall ensure that all laws shall be faithfully executed;

In view of the foregoing, the following guidelines are hereby promulgated for the guidance of all officials and employees of the Executive Branch:

SECTION 1. *Question Hour.* – All heads of departments of the Executive branch of government shall secure the consent of the President prior to appearing at a question hour before either House of Congress.

When the security of the State or the public interest so requires and the President so states in writing, the appearance shall only be conducted in executive session.

SECTION 2. *Inquiries in Aid of Legislation.* –

A. *Coverage.* – This section shall apply to inquiries made in aid of legislation which may, however, cause disclosures on, or involve matters of, privilege or confidential information, including, but not limited to, the following:

(1) Conversations and correspondence between the President and other persons on matters of privilege;

- (2) State secrets, including military, diplomatic and other national security matters which in the interest of national security should not be divulged;
- (3) Information between inter-government agencies prior to the conclusion of treaties and executive agreements;
- (4) Discussion in close-door Cabinet meetings, as well as internal deliberations of government officials comprising part of a process by which government decisions are made or policies are formulated; and
- (5) Matters affecting national security and public order.

B. Procedure.

- (1) Upon receipt of the request to appear before either House of Congress by any official, said official shall promptly request from Congress information, if it is not so provided in the invitation, regarding the possible needed statute which prompted the need for the inquiry, the subject matter of the inquiry and the questions relative to and in furtherance thereof;
- (2) The official, after obtaining such information, shall forward the request and all pertinent documents, together with a brief background and recommendation, to the President through the Executive Secretary;
- (3) The President shall consider whether the subject matter of the inquiry is in aid of legislation and/or falls within the scope of executive privilege;
- (4) To ensure that adequate information is obtained, and the President is given sufficient opportunity to discuss and/or consider the subject matter of the inquiry, the officials concerned shall, upon receipt of the request for appearance, request from Congress a reasonable period of time (e.g. fifteen (15) days) prior to any appearance before either House of Congress. Such request for a period shall not constitute a waiver or invocation of executive privilege and the request shall state such fact;
- (5) Upon a determination that the subject matter of the inquiry falls within the scope of executive privilege, the President or the Executive Secretary, acting "By order of the President", shall inform the Senate President or the Speaker of the House of Representatives, as the case may be, of the ground invoked to justify it and the context in which it is made (e.g., whether the information demanded involves military or diplomatic secrets, closed-door Cabinet meetings, etc.);
- (6) During the appearance of the concerned official before either House of Congress, when the security of the State or the public interest so requires, the official shall request that the appearance be continued in executive session. If the same is denied, he shall request for a reasonable opportunity to secure the proper confirmation from the President; and
- (7) In appearing before either House of Congress, the official shall, at all times, be represented/accompanied by counsel.

SECTION 3. Officials appearing before Congress are reminded that the Rules of Procedure of the Senate and/or the House of Representatives provide rules on questions which may not be asked. Moreover, the Constitution and the ruling of the Supreme Court in the case of *Senate of the Philippines, et al. vs. Eduardo Ermita, et al., supra.*, state that the rights of persons appearing in or affected by legislative inquiries shall be respected. Thus, said officials have a right not to answer the following questions, among others:

- (1) Those which contain arguments;
- (2) Those which include offensive or unparliamentary language or expressions;
- (3) Those which pertain to matters *sub judice*;

- (4) Those which refer to the internal affairs of a foreign country or contain unwarranted discourtesy to it;
- (5) Those which seek an opinion on a question of law;
- (6) Those which relate to matters falling within the responsibility of another department head;
- (7) Those which repeat question/s previously asked and answered;
- (8) Those which violate the rights of officials as guaranteed under the laws and the Constitution; and
- (9) Those which are neither directly material nor pertinent to the subject matter of the inquiry or legislation.

SECTION 4. At all times during their appearance before Congress, officials shall strictly ensure the confidentiality of information covered by executive privilege. If necessary during the course of the inquiry, he shall request for a reasonable opportunity to inform the President that the matters being discussed may fall within the scope of executive privilege.

SECTION 5. *Repealing Clause.* – All executive issuances, orders, rules and regulations or parts thereof inconsistent with the provisions of this Memorandum Circular are hereby repealed or modified accordingly.

SECTION 6. *Separability Clause.* – If any section or provision of this Memorandum Circular shall be declared unconstitutional or invalid, the other sections or provisions not affected thereby shall remain in full force and effect.

SECTION 7. *Publication.* – This Memorandum Circular shall take effect fifteen (15) days following the completion of its publication in a newspaper of general circulation.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, Philippines, 27 July 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 109

AUTHORIZING ATTENDANCE TO THE 43RD FOUNDATION DAY AND ALUMNI CONVENTION AND HOMECOMING FELLOWSHIP OF THE NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

The National Defense College of the Philippines (NDCP) will celebrate its 43rd Foundation Day Anniversary and Alumni Convention and Homecoming on August 10 to 11, 2006 at the NDCP Honor Hall.

The NDCP Symposium and Convention will be a good opportunity for the alumni to enhance their expertise in governance and decision-making.

In this connection, alumni of NDCP who are working in the government sector are authorized to attend, **on official time**, the 43rd Foundation Anniversary and Alumni Convention and Homecoming to be held on August 11, 2006 from 8:00 a.m. to 5:00 p.m. at the NDCP Honor Hall, and a Symposium to be held on same date from 9:00 a.m. to 4:00 p.m.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, August 08, 2006

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR No. 110

TO: ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES, BUREAUS AND OFFICES

To enable the Office of the President (OP) to have sufficient time to evaluate and process requests for Presidential issuances and/or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, the same should be submitted to OP not later than seven (7) working days before the expected date of issuance, after having undergone complete staff work (CSW) pursuant to Memorandum Circular No. 68, dated 17 September 2004.

For your guidance and compliance.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

AUG 23 2006

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 111

DIRECTING ALL CABINET MEMBERS AND HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO ACTIVELY PARTICIPATE IN THE CELEBRATION OF THE PEACE CONSCIOUSNESS MONTH THIS SEPTEMBER 2006

Pursuant to the thrust of the Government to instill greater consciousness and understanding among the Filipino people on the comprehensive peace process and to sustain institutional and popular support for and participation in the promotion of building a culture of peace, the month of September was declared as the “*National Peace Consciousness Month*.”

Relative thereto, all Cabinet Members and Heads of Government-Owned and Controlled Corporations are hereby directed to actively participate in the celebration of the Peace Consciousness Month, both at the central and at the regional/field levels. In particular, you are directed to undertake any or a combination of the following:

1. Ringing of the peace bell on September 1, 2006 at exactly 8:00 in the morning (simultaneous nationwide).
2. Placing of streamer(s) at conspicuous areas in respective offices (please refer to attached design, referred to as Annex “A”, and made an integral part hereof).
3. Mobilize personnel to actively participate in the celebration on September 1, 2006 at the Quezon Memorial Circle to start at 7:00 in the morning.
4. Participate in the exhibits at Glorietta Mall in Makati City and SM Mall in Davao City.
5. Provide other support that may be needed to make the celebration more meaningful.
6. Conduct related activities/events with the theme: “*Kapayapaan Atin ‘To.*”

The Office of the Presidential Adviser on the Peace Process (OPAPP) shall undertake the necessary coordination nationwide on the participation of government agencies.

The OPAPP is also directed to submit a report to the President on the conduct of the month-long celebration including the participation of government agencies, through the Executive Secretary, copy furnished the Presidential Chief of Staff.

SO ORDERED.

Manila, Philippines, 24 August 2006

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Reference: Annex A

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 112

HOUSING FAIR FOR EMPLOYEES IN THE PUBLIC SECTOR

WHEREAS, it is the Policy of the State to afford employees in the public sector the requirements of decent human settlement and to provide them with ample opportunities to improve their quality of life;

WHEREAS, the National Shelter Program of the government addresses the housing requirements of both the informal and formal sectors of society, including employees of the public sector;

WHEREAS, the Government through the Housing and Urban Development Coordinating Council (HUDCC), its key shelter agencies, namely, the Home Development Mutual Fund (HDMF), the National Home Mortgage Finance Corporation (NHMFC), the Home Guaranty Corporation (HGC), the Housing and Land Use Regulatory Board (HLURB), and the National Housing Authority (NHA), and its partners in the private sector, notably the Subdivision and Housing Developers Association Inc. (SHDA), the Chamber of Real Estate and Builders Association (CREBA), the Organization of Socialized Housing Developers of the Philippines (OSHDP), the National Real Estate Brokers Association (NAREA), the Philippine Association of Real Estate Brokers (PAREB) and other real estate organizations, and the government financial institutions with home lending operations, collectively hereinafter referred to as "Parties", have agreed to forge a strategic alliance towards the attainment of the goals and objectives of the National Shelter Program;

WHEREAS, Proclamation No. 662 (s. 1995) declares the month of October every year as National Shelter Month;

WHEREAS, the Parties, in sharing a common goal and vision, have agreed to launch and implement an affordable housing program for the government employees as a form of non-wage benefit/incentive;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order;

SECTION 1. A Housing Fair shall be conducted in October 2006 in celebration of the National Shelter Month. The Housing Fair, which shall run up to April 2007, shall offer for sale the eligible acquired properties of shelter agencies and government financial institutions, under uniform and reasonable terms and conditions.

SEC. 2. The disposition of eligible acquired properties of the key shelter agencies and government financial institutions, including those that have not been auctioned off, shall be opened to all government employees, including members of the Armed Forces of the Philippines, Philippine National Police, Bureau of Jail Management and Penology, Bureau of Fire Protection, elective officials, and employees of local government units. The acquired properties of the Social Security System and the Home Development Mutual fund shall also be offered to their respective members under the same terms and conditions provided to the government employees.

For this purpose, the requirement for government agencies to publish their acquired properties, prior to disposition, shall be temporarily lifted during the duration of the Housing Fair.

Payments for housing units that will be sold during the Housing Fair shall be subject to salary deduction; provided that the authorized deductions shall not reduce the monthly net take-home pay of any employee to an amount lower than Three Thousand Pesos (P3,000.00) pursuant to Section 41 of Republic Act No. 9336.

SEC. 3. An Inter-agency Committee shall be created to set forth the terms and conditions for the sale of eligible acquired properties under this program. The Inter-agency Committee shall be composed of at the following:

	Housing and Urban Development Coordinating Council
	Home Development Mutual FundNational Home Mortgage Finance CorporationHome Guaranty Corporation
	National Housing Authority
	Bangko Sentral ng Pilipinas
	Social Security System
	Government Service Insurance System
	Land Bank of the Philippines
	Development Bank of the Philippines
	Philippine Government Employees Association
	Private Developer Groups

SEC. 4. All government employers are hereby enjoined to allow their interested employees to participate in the Housing Fair.

SEC. 5. This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 7th day of September in the year of Our Lord, Two Thousand and Six.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 112-A

**AMENDING MEMORANDUM CIRCULAR 112, SERIES OF 2006, AND PROVIDING FOR
THE PARTICIPATION OF PHILIPPINE DEPOSIT INSURANCE CORPORATION IN THE
HOUSING FAIR FOR EMPLOYEES IN THE PUBLIC SECTOR**

WHEREAS, Memorandum Circular No. 112 series of 2006, authorized the conduct of a Housing Fair to be held in October 2006 in celebration of the National Shelter Month, until April 2007;

WHEREAS, under Section 3 of MC No. 112, an Inter-Agency Committee shall be created to set forth the terms and conditions for the sale of eligible acquired properties under the affordable Housing Program for the government employees as a non-wage benefit/incentive;

WHEREAS, the Philippine Deposit Insurance Corporation (PDIC), a government corporation, has real estate properties and has expressed interest to participate in the Housing Fair for employees in the Public Sector.

WHEREAS, the Housing and Urban Development Coordinating Council recommended the inclusion of PDIC as a participant and a member of the Inter-Agency Committee;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Memorandum Circular No. 112 is hereby amended to include the PDIC as a participant and a member of the Inter-Agency Committee created for the conduct of the Housing Fair.

SECTION 2. The PDIC shall provide HUDCC its list of acquired properties for inclusion in the program on foreclosed assets.

SECTION 3. The HUDCC, as the oversight agency for the celebration of the Shelter Month and the conduct of the Housing Fair, shall undertake the necessary coordination with PDIC regarding its participation in the said activity.

SECTION 4. This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this day 26th of October, in the year of Our Lord, Two Thousand and Six.

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 113

AUTHORIZING ALL INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) PROFESSIONALS IN GOVERNMENT OFFICES TO ATTEND ON OFFICIAL TIME THE 5TH MINDANAO INFORMATION AND COMMUNICATION TECHNOLOGY CONGRESS 2006 ON SEPTEMBER 20 TO 22, 2006 IN CAGAYAN DE ORO CITY

The Cagayan de Oro Chamber of Commerce & Industry Foundation (Oro Chamber), the Mindanao Business Council (MinBC), the City Government of Cagayan de Oro City and the Regional Information Technology and E-Commerce Committee of the Regional Development Council-10 (RDC-10) will host the conduct of the 5th Mindanao ICT Congress on September 20 to 22, 2006 at the Limketkai Center in Cagayan de Oro City.

This congress supports the thrust of the government to open up more cyber-corridors promoting the establishment of more call centers and other business process outsourcing opportunities in Mindanao, thus, generating more employment and other support business industries and opportunities.

Thus, to ensure maximum gain and participation of the event, all ICT professionals and practitioners in all Mindanao-based government departments, bureaus and offices, including government-owned and/or controlled corporations (GOCCs) and their subsidiaries, government financing institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs), are therefore encouraged to send their respective representatives/personnel to attend this conference **on official time** subject to the availability of funds and provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, September 08 2006

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 114

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF GOVERNMENT OFFICIALS AND EMPLOYEES IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE CONFERENCE-WORKSHOP-EXHIBIT OF CLEAN AND GREEN FOUNDATION, INC.

The Clean and Green Foundation, Inc., in its capacity as Administrator of the Ecolabelling Programme of the Philippines (Green Choice Philippines) under the authority of the Department of Trade and Industry and the Department of Environment and Natural Resources, will hold its Conference-Workshop-Exhibit, dubbed as GP3 (Green Productivity, Green Purchasing, Green Philippines), at the Dusit Hotel Nikko, Makati City, on October 23 to 24, 2006.

In this connection, concerned officials and employees of the government and local government units are hereby authorized to attend said event **on official time only**, at no cost to the government except payment of their salaries provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, September 15, 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 114-A

**AMENDING MEMORANDUM CIRCULAR NO. 114, DATED SEPTEMBER 15, 2006
“AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF GOVERNMENT
OFFICIALS AND EMPLOYEES IN VARIOUS GOVERNMENT AGENCIES AND LOCAL
GOVERNMENT UNITS IN THE CONFERENCE-WORKSHOP-EXHIBIT OF CLEAN AND
GREEN FOUNDATION, INC.”**

In connection with the two (2)-day Conference-Workshop-Exhibit dubbed as GP3 (Green Productivity, Green Purchasing, Green Philippines) at the Dusit Hotel Nikko, Makati City, on October 23-24, 2006, which has been organized by the Clean and Green Foundation, Inc. under the authority of the Department of Trade and Industry and Department of Environment and Natural Resources, concerned heads of departments and agencies of the government, including Local Government Units (LGUs) may authorize the attendance of not more than one (1) key official in charge of environmental programs and projects, and/or supply/purchasing officer, per agency, to the said convention on official time with entitlement to registration fee, subject to availability of funds and the usual accounting and auditing requirements. Provided, there will be no disruption of normal office activities/services in their respective offices by reason thereof.

The participants shall submit to their respective agency heads a complete report on their attendance or participation in the conference. Likewise, the Clean and Green Foundation, Inc. is requested to submit to this Office and the Civil Service Commission a general report and evaluation of the conference, including a list, by offices, of participants therein.

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 115

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF OFFICIALS AND EMPLOYEES IN VARIOUS NATIONAL AND LOCAL GOVERNMENT UNITS IN THE NATIONAL CONVENTION OF THE PHILIPPINE INSTITUTE OF ENVIRONMENTAL PLANNERS

The Philippine Institute of Environmental Planners (PIEP) will hold its National Convention on November 10 to 11, 2006, with the theme: **“GO GREEN: PLANNING FOR A GREENER PHILIPPINES”** at the Occupational Safety and Health Center, North Avenue, Diliman, Quezon, City.

In support of the government’s efforts towards a better Philippine environment, officials and employees in various national and local government units are hereby authorized to attend the above-mentioned Convention **on official time only**, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 22nd September, 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 116

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF CIVIL ENGINEERS IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE 32ND NATIONAL CONVENTION AND ANNUAL ELECTION OF THE PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

The Philippine Institute of Civil Engineers, Inc. (PICE), will hold its 32nd National Convention and Annual Election on November 16 to 18, 2006 at the Iloilo Grand Hotel, Iloilo City.

In this connection, Civil Engineers in various government agencies and local government units are hereby authorized to attend the above-mentioned Convention **on official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 22nd September, 2006

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 117

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF PROFESSIONAL FORESTERS IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS IN THE 58TH ANNIVERSARY AND NATIONAL CONVENTION OF THE SOCIETY OF FILIPINO FORESTERS, INC.

The Society of Filipino Foresters, Inc. (SFFI) will hold its 58th Anniversary and National Convention on September 27 to 29, 2006 at the Casablanca Hotel, Legazpi City.

In this connection, Professional Foresters in various government agencies and local government units are hereby authorized to attend the above-mentioned convention **on official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 22nd September, 2006

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 118

Upon the recommendation of the National Disaster Coordinating Council (NDCC) in view of the continuing inclement weather brought about by Typhoon “Milenyo”, work in government offices in the National Capital Region, as well as the provinces of Batangas, Rizal, Cavite, Laguna and Bulacan, is hereby suspended on Thursday, September 28 2006.

However, those agencies whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital public services shall continue with their operations and render the necessary services.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 27 September 2006

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 119

Upon the recommendation of the National Disaster Coordinating Council (NDCC), work in government offices in the National Capital Region is hereby suspended on Friday, 29 September 2006.

However, those agencies whose functions involve the delivery of health services, response to disasters and calamities, emergency services and security, and/or the performance of other vital public services shall continue with their operations and render the necessary services.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 28 September 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 120

Department of Foreign Affairs
Department of the Interior and Local Government
Department of Labor and Employment

Technical Education and Skills Development Authority

National Economic and Development Authority
Professional Regulation Commission

Commission on Higher Education

The Department of Health is spearheading the creation of the Human Resources for Health (HRH) Network, composed of different agencies and non-government organizations. HRH Network aims to address issues and problems pertaining to human resources for health management and development. The launching of the HRH Network and the signing of the Memorandum of Understanding will be on October 25, 2006 at 3:00 pm – 5:00 pm, Manila Pavilion, United Nations, Manila.

In this connection, the above mentioned departments and offices are hereby authorized to attend the launching of said HRH Network, **on official time only**, at no cost to the government except payment of their salaries.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, October 13, 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 121

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF LAWYERS IN REGION VI IN THE MANDATORY CONTINUING LEGAL EDUCATION PROGRAM

The Integrated Bar of the Philippines (IBP)-Iloilo Chapter will co-sponsor with UP Law Center a Mandatory Continuing Legal Education (MCLE) Program on November 23 to 24, 2006 at Barcelo Sarabia Manor Hotel and Convention Center, #101 Gen. Luna Street, Iloilo City.

In consideration of the MCLE compliance requirement for active IBP members, lawyers in various government agencies and local government units in Region VI are hereby authorized to attend the above-mentioned program **on official time only**, at no cost to the government except payment of their salaries, provided that such attendance will not adversely affect the functions of their respective offices, as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, OCT 25 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 122

AUTHORIZING THE HEADS OF OFFICES AND AGENCIES UNDER THE EXECUTIVE BRANCH AND THEIR NOMINATED PARTICIPANTS TO ATTEND ON OFFICIAL TIME THE LAUNCH OF THE ALTERNATIVE DISPUTE RESOLUTION SEMINARS IMPLEMENTING EXECUTIVE ORDER NO. 523 ON NOVEMBER 9, 2006 AT THE MALACAÑANG PALACE

The Alternative Dispute Resolution (ADR) Seminars that implements Executive Order No. 523 shall be launched on November 9, 2006 at 10:00.a.m. at the Malacañang Palace. The said seminars aim to train in the field of ADR at least two (2) senior officials in all offices and agencies under the Executive Branch in order to promote the use of mediation, conciliation, arbitration, and other such modes as part of their practice in resolving disputes.

To ensure maximum participation, the heads of the offices and agencies under the Executive Branch and their nominated participants are hereby encouraged to attend this launching on official time, at no cost to the government except the payment of their salaries, and provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, OCT 25 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 123

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE EMPLOYEES' WEEK ON DECEMBER 4 TO 10, 2006

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as National Government Employees' Week. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is ***"Kawani ng Pamahalaan: Kaagapay, Pag-asa at Dangal ng Bayan"***.

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFIs) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of National Government Employees' Week in coordination with other, concerned agencies.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 20 November, 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 124

ENJOINING ALL PUBLIC RELATIONS AND INFORMATION OFFICERS OF OFFICES/AGENCIES AT THE REGIONAL AND LOCAL GOVERNMENT LEVELS IN MINDANAO TO ATTEND AND PARTICIPATE IN THE CONGRESS AND WORKSHOPS TO BE CONDUCTED BY THE MINDANAO COMMUNICATORS' NETWORK (MINDACOMNET) ON NOVEMBER 29 TO DECEMBER 1, 2006

The Mindanao Communicators' Network (MINDACOMNET), a network of government and non-government public relations and information officers, organized in 1999, for the purpose of networking activities for communication practitioners in the government and non-government organizations and the private sector in Mindanao to enhance the professional growth of public and private communicators/public relations and information officers in Mindanao regions.

The MINDACOMNET was organized to serve as a mechanism for the promotion and advocacy of the National Government's peace and development efforts in Mindanao.

In order to achieve its purpose and objectives, the MINDACOMNET shall conduct a congress and workshop on November 29 to December 1, 2006 at Balangay Hotel, Doongan, Butuan City.

All heads of government departments, bureaus and offices, including government-owned and controlled corporations, government financial institutions, state colleges and universities, and local government units are enjoined to authorize their public relations/information officers to attend and participate in MINDACOMNET congress and workshop and similar activities on November 29 to December 1, 2006, on official time, with expenses such as transportation, per diems, registration fees, and other necessary fees/expenses at rates prescribed in accordance with existing policies of the Department of Budget and Management, the Commission on Audit, and the Civil Service Commission, chargeable against the funds of their respective agencies/offices, and subject to the usual accounting and auditing rules and regulations.

This Memorandum Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, November 21, 2006

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 125

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF LOCAL CHIEF EXECUTIVES (GOVERNORS AND MAYORS) AND OTHER KEY OFFICIALS FROM VARIOUS GOVERNMENT AGENCIES WITHIN THE METRO MANILA AIR SHED, TO THE CLEAN AIR SUMMIT ON NOVEMBER 29, 2006 AT THE ASIAN DEVELOPMENT BANK

The Department of Environment and Natural Resources, in its capacity as Chair of the Metro Manila Air Shed Governing Board (MMASGB), and as lead implementing agency of the Clean Air Act, will hold the Clean Air Summit on November 29, 2006, from 8:00 a.m. to 3:00 p.m. at the Asian Development Bank.

In this connection, local chief executives (Governors and Mayors), and other key officials from various government agencies within the Metro Manila Air Shed are directed to attend the same, on official time, with the appropriate provisions for roundtrip transportation and related costs, as may be appropriate.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, November 28, 2006

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 126

PRESCRIBING GUIDELINES FOR THE IMPLEMENTATION OF SECTION 45 CHAPTER 2, TITLE TWO, BOOK I OF THE LOCAL GOVERNMENT CODE OF 1991 AND OF ARTICLE 83, RULE XIV OF THE RULES AND REGULATIONS IMPLEMENTING THE SAME CODE RELATIVE TO THE APPOINTMENT TO PERMANENT VACANCIES IN THE SANGGUNIAN WHERE THE RULES ON AUTOMATIC SUCCESSION UNDER SECTION 44 DO NOT APPLY

WHEREAS, Subsection (c), Article 83, Rule XIV of the Rules and Regulations Implementing the Local Government Code of 1991 prescribes that President, through the Executive Secretary, shall fill by appointment permanent vacancies in (1) the *sangguniang panlalawigan*; (2) the *sangguniang panlungsod* of highly urbanized cities and independent component cities; and (3) the *sangguniang bayan* of the component municipalities of Metropolitan Manila; and by the governor, in case of vacancies in the *sangguniang panlungsod* of component cities and the *sangguniang bayan* where the rules of automatic succession provided by Section 44, Chapter 2, Title Two, Book I of the same Code do not apply; and

WHEREAS, there exists the need to adopt guidelines on the procedures requirements for recommendations and appointments to such permanent vacancies;

IN VIEW THEREOF, the following guidelines are hereby prescribed:

SECTION 1. A permanent vacancy arises when an incumbent elective local official fills a higher vacant office, refuses to assume office, fails to qualify, dies, is removed from office, voluntarily resigns, or is otherwise permanently incapacitated to discharge the functions of his office.

SECTION 2. Where a permanent vacancy exists in the *sangguniang panlalawigan*, the *sangguniang panlungsod* and the *sangguniang bayan* involved, such vacancy shall be filled by the appointment of the nominee who belongs to the same political party under which the *sanggunian* member concerned who caused the last vacancy had been elected.

SECTION 3. The recommendation for the appointment of the nominee shall be effected through the nomination signed by the highest official of the political party concerned. The highest official refers to the national chairman of the political party. The nomination shall be accompanied by the following documents:

- a. Certificate of Membership of the nominee in the political party under which the *sanggunian* member concerned who caused the last vacancy has been elected. Such Certificate of Membership shall also be signed by the highest official of the said political party;
- b. Certification from the Section Registrar of the province, city or municipality, as the case maybe, as to the political party under which the person who caused the last vacancy had been elected; and
- c. Personal data Sheet through Civil Service Form No. 21 (Revised 2005).

SECTION 4. The nomination, together with the required documents mentioned in the preceding section, shall be submitted to the concerned Regional Director of the Department of the Interior and Local Government, who is hereby directed to ascertain and certify the authenticity of all the documents presented to him and to transmit the same, within 15 working days, to the Secretary of the Interior and Local Government, through the Director, Bureau of Local Government Supervision.

SECTION 5. The Secretary of the Interior and Local Government is likewise: directed to see to it that the recommended appointee shall come from the same political party as that of the *sanggunian* member who caused the vacancy and that the nomination and certificate of membership of the recommended appointee are duly signed by the highest official of the political party concerned.

Upon determination that the nomination is in full compliance to the administrative and documentary requirements as prescribed, he shall transmit the same within 30 days, together with his recommendation, to the Office of the President.

SECTION 6. The nominee shall enter upon the discharge of his duties only after having been issued the corresponding appointment and after having taken the requisite oath of office before any of the officers who have the general authority to administer oaths in accordance with the provisions of Section 41, Chapter 10, Book I of the Administrative Code of 1987, as amended by Republic Act No. 6733.

SECTION 7. In case the permanent vacancy is caused by a *sanggunian* member who does not belong to any political party, the local chief executive shall, upon the recommendation of the *sanggunian* concerned, appoint a qualified person to fill the vacancy.

SECTION 8. In case of vacancy in the representation of the youth and the barangay in the sanggunian, the said vacancy shall be filled automatically by the official next-in-rank of the organization concerned.

SECTION 9. All issues not consistent with this Memorandum Circular are hereby modified or repealed accordingly.

SECTION 10. This Memorandum Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, December 06, 2006

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 127

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF ALL LAWYERS IN THE GOVERNMENT SERVICE IN THE 11TH NATIONAL CONVENTION OF LAWYERS

The Integrated Bar of the Philippines (IBP) will sponsor the 11th National Convention of Lawyers on March 29 to 31, 2007 at the LKK Atrium, Limketkai Mall, Cagayan de Oro City, with the theme **“Lawyers & the Law; Resilience Amidst Trying Times”**.

In this connection, all lawyers in the government service are hereby authorized to attend the above-mentioned Convention **on official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 07 February, 2007

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORADUM CIRCULAR NO. 128

**COMPLIANCE WITH EXECUTIVE ORDER NO. 523, WHICH INSTITUTED THE USE OF
ALTERNATIVE DISPUTE RESOLUTION IN THE EXECUTIVE DEPARTMENT OF
GOVERNMENT**

Executive Order (E.O. No. 523, signed by the President on April 7, 2006 requires all departments, agencies, and government owned and controlled corporations under the Executive Branch of Government to promote the use of alternative modes of dispute resolution such as, but not limited to, mediation conciliation, and arbitration as part of the practice in resolving disputes filed before them; encourage the use of Alternative Dispute Resolution (ADR) as an important means to achieve speedy and impartial justice; and declog dockets to attain higher efficiency in the bureaucracy.

It also mandates the said Executive Agencies to train in the field of ADR at least two (2) of their senior officials who are to be designated to develop and implement the use of ADR in their agencies. For this Purpose, the ADR Secretariat has arranged an ADR Training Program with The Conflict Resolution Group Foundation, Inc. under the auspices, of the The Asia Foundation and the USAID.

To monitor and evaluate the promotion and development of the ADR practice in the bureaucracy, all heads of departments, agencies, and government owned and controlled corporations under the Executive Branch of Government are hereby required to submit the status of their compliance with E.O. No. 523 to the ADR Secretariat (GPNP-CNN Secretariat) located at 4/F Agustin I Building, Emerald Avenue, Ortigas Center, Pasig City (Tel No. 636-0701) not later than 16 March 2007.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 13 March 2007

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 129

TO	ALL HEADS OF DEPARTMENTS, BUREAUS AND GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS
SUBJECT	SEARCH FOR THE “TWELVE MOST OUTSTANDING MUSLIM NATIONALS”

The Management Group of Sultan Moh’d Amin Baab Torres Foundation (SMABTF) is launching the search for the “Twelve Most Outstanding Muslim Nationals” to give due recognition and reward to the Filipino Muslim individuals with outstanding contributions and achievements and who have shown exemplary conduct and ethical behavior as they strive for perfection and excellence in their chosen fields of endeavor in both public and private sectors.

All heads of departments, bureaus, offices, agencies, institutions and government owned and/or controlled corporations are requested to extend appropriate assistance in the conduct of the aforesaid search by the SMABTF.

For your compliance.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, April 19, 2007

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 130

DIRECTING THE HEADS OF ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, AND STATE UNIVERSITIES AND COLLEGES, TO SEND PARTICIPANTS TO THE LAUNCHING OF THE LIVELIHOOD FINANCING FACILITY PROGRAM FOR GOVERNMENT EMPLOYEES

To allow state workers greater access to micro, small and medium enterprises (MSME) services, that government provides to help alleviate poverty and promote sustainable economic growth, a livelihood financing facility program for government employees shall be launched on May 2, 2007 at the Philippine Trade and Training Center.

All heads of national government departments, bureaus and agencies, including government-owned and controlled corporations, government financial institutions, and state universities and colleges, are hereby enjoined to participate in the activity. For the purpose, they shall authorize the attendance to the event, on official time, of a maximum of five (5) of their officials and employees, to include at least one representative each from their respective government employees organization and human resource development unit based in the National Capital Region. The heads shall require their agency representatives to echo the information/learnings from the event to their fellow employees.

The participants' expenses, such as transportation and meal allowance, shall be chargeable against the funds of their respective agencies/offices, and subject to the usual accounting and auditing rules and regulations.

This Memorandum Circular shall take effect immediately.

SO ORDERED.

Manila, Philippines, 24 April 2007

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 131

AUTHORIZING THE PARTICIPATION ON OFFICIAL TRAVEL OF PROFESSIONAL FORESTERS IN GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, AND STATE COLLEGES AND UNIVERSITIES IN THE “EXPERTISE FORUM” SPONSORED BY THE SOCIETY OF FILIPINO FORESTERS, INC. IN SUPPORT OF THE IMPLEMENTATION OF MALACAÑANG ADMINISTRATIVE ORDER NO. 171

The Society of Filipino Foresters, Inc., in line with its 59th Anniversary, will hold an “Expertise Forum” on July 18-20, 2007 at the Almont Hotel and Inland Resort, Butuan City in support of the implementation of Malacañang Administrative Order No. 171 entitled “Creating the Presidential Task Force on Climate Change”.

This Forum will serve as a venue for Professional Foresters to be informed and take part in the discussion on climate change. Likewise, it is expected to generate strategies and formulate appropriate policies that may be adopted by both government and private sectors to mitigate climate change.

In this regard, Professional Foresters in government agencies, local government units and state colleges and universities are hereby authorized to attend the abovementioned forum on official travel subject to the availability of funds from their respective offices and provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of basic services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 12 June 2007

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 132

ENJOINING ALL DEPARTMENTS, BUREAUS, COMMISSIONS, AGENCIES, OFFICES AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS TO SEEK PRIOR APPROVAL FROM THE NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY (NEDA) BOARD BEFORE IMPOSING NEW FEES OR INCREASING FEES

WHEREAS, it is the thrust of the government to improve the country's competitiveness in the global economy;

WHEREAS, there is a need to review the new fees and increases in the fees imposed by the national government to ensure that these are properly coordinated with the stakeholders and consistent with established national priorities of the government;

WHEREAS, the NEDA Board is primarily responsible for formulating continuing, coordinated and fully integrated social and economic policies, plans and programs;

WHEREAS, in the January 30, 2007 Joint National Anti-Poverty Commission (NAPC) and NEDA Cabinet Group meeting, the President and the Cabinet Members deemed it prudent for all departments, bureaus, commissions, agencies, offices and instrumentalities, including government-owned and/or controlled corporations (GOCCs), to seek NEDA Board approval before imposing new fees or increasing fees.

In this connection, all departments, bureaus, commissions, agencies, offices and instrumentalities, including GOCCs, shall seek NEDA Board approval before imposing new fees or increasing fees.

This Memorandum Circular shall be effective immediately after publication in a national newspaper of general circulation.

DONE in the City of Manila, this 19th day of June, in the year of Our Lord, Two Thousand and Seven.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 133

DIRECTING ALL DEPARTMENTS, BUREAUS, OFFICES, AND INSTRUMENTALITIES OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO FULLY COMPLY WITH MEMORANDUM CIRCULAR NO. 35 DATED MARCH 17, 2003

WHEREAS, pursuant to Article XI, Section 1 of the Constitution stating that a public office is a public trust and public officers and employees must at all times be accountable to the people and serve them with utmost responsibility and efficiency and further, pursuant to Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). Memorandum Circular No. 35 dated March 17, 2003 was issued directing all departments, bureaus, offices and instrumentalities of the government including government-owned and controlled corporations to implement the publication of service guides and the posting of workflow charts and providing guidelines therefore;

WHEREAS, the Civil Service Commission (CSC), pursuant to RA 6713 was tasked to monitor and if necessary, conduct an actual inspection of agencies to ensure its compliance with RA 6713 its Implementing Rules and Memorandum Circular No. 35 dated March 17, 2003;

WHEREAS, the CSC has monitored compliance by agencies with the directive and has reported that out of the 5,881 agencies, the CSC Regional Offices have inspected/monitored, 3,243 or 55.14 % agencies as of December 2006: highest rates of compliance were in Regions 12, 11 and NCR, with 176 (97.78%), 181 (83.03%), and 323 (79.75%) offices, respectively and lowest rates of compliance were in ARMM, Region 8, and CARAGA Region with 35 (22.15%), 209 (28.51%), and 88 (33.59%) agencies;

WHEREAS, aforesaid results yielded the findings of 14.01% compliance by agencies indicating that the directive is not being implemented effectively;

WHEREAS, there is a need to strengthen implementation of the directive for the publication of agency Service Guide/Handbook, Posting of Workflow Chart and Service Pledge by all government agencies.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1. All agencies which have not complied with MC 35 dated March 17, 2003, are hereby given one (1) year from effectivity of this Memorandum Circular to submit compliance reports to the Office of the President, thru the Civil Service Commission.

Section 2. The Civil Service Commission is hereby directed to do the following:

1. To assist those agencies concerned in the development of Service Guides (SG), Workflow Charts (WFC), Service Pledges (SP);
2. To conduct capability building to the agencies concerned to develop competence on the preparation of SG, WFC and SP;
3. The CSC Regional Offices and CSC Field Offices are directed to continuously conduct regular audits therefor.

Section 3. This Memorandum Circular shall take effect immediately upon approval.

Done in the City of Manila this 21st day of June in the year of our Lord, Two Thousand and Seven.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 134

AUTHORIZING ATTENDANCE TO THE 44TH FOUNDATION DAY AND ALUMNI CONVENTION AND HOMECOMING OF THE NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

The National Defense College of the Philippines will celebrate its 44th Foundation Day Anniversary and Alumni Convention and Homecoming on August 9-10, 2007 at the NDCP Honor Hall.

The NDCP Symposium and Convention will be a good opportunity for the alumni to enhance their expertise in governance and decision-making.

In this connection, alumni of NDCP who are working in the government sector are authorized to attend, **on official time**, the 44th Foundation Anniversary and Alumni Convention and Homecoming to be held on August 10, 2007, from 8:00 am to 5:00 pm at the NDCP Honor Hall, and a Symposium to be held on same date from 9:00 a.m. to 4:00 p.m.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, July 2, 2007

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 135

AUTHORIZING ATTENDANCE TO THE 44th FOUNDATION DAY AND ALUMNI CONVENTION AND HOMECOMING OF THE NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

The National Defense College of the Philippines will celebrate its 44th Foundation Day Anniversary and Alumni Convention and Homecoming on August 9-10, 2007.

The NDCP Symposium and Convention will be a good opportunity for the alumni to enhance their expertise in governance and decision-making.

In this connection, alumni of NDCP who are working in the government sector are authorized to attend, on official time, the 44th Foundation Anniversary and Alumni Convention and Homecoming to be held on August 10, 2007, from 8:00 am to 5:00 pm at the EDSA Shangri-la Hotel, Ortigas Center, Mandaluyong City, and a Symposium to be held on same date from 9:00 a.m. to 4:00 p.m.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, July 18, 2007

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 136

HOUSING FAIR 2007 FOR PUBLIC AND PRIVATE SECTOR EMPLOYEES AND OVERSEAS FILIPINO WORKERS

WHEREAS, it is the Policy of the State to afford employees the requirements of decent human settlement and to provide them with ample opportunities to improve their quality of life;

WHEREAS, the National Shelter Program of the government addresses the housing requirements of both the informal and formal sectors of society, including employees in the public and private sectors;

WHEREAS, the government, through the Housing and Urban Development Coordinating Council (HUDCC) and its key shelter agencies, namely, the Pag-IBIG Fund, the National Home Mortgage finance Corporation (NHMFC), the Home Guaranty Corporation (HGC), the Housing and Land Use Regulatory Board (HLURB), and the National Housing Authority (NHA), and the government financial institutions with home lending operations, have agreed to forge a strategic alliance towards the attainment of the goals and objectives of the National Shelter Program;

WHEREAS, Proclamation No. 662 (s. 1995) declared the month of October every year as National Shelter Month;

WHEREAS, in celebration of the National Shelter Month, Memorandum Circular No. 112 was issued on September 7, 2006 for the conduct of a Housing Fair up to April 2007 and offered for sale the eligible acquired properties of shelter agencies and government financial institutions under uniform and reasonable terms and conditions to government employees and members of the Social Security System (SSS) and Pag-IBIG Fund;

WHEREAS, the various stakeholders, after assessing the conduct of the Housing Fair held in 2006, have agreed to expand the program and offer for sale the eligible acquired properties of shelter agencies and government financial institutions not only to government employees and members of SSS and Pag-IBIG Fund but also to private sector employees and Overseas Filipino workers (OFWs) as a form of non-wage benefit or incentive;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. A "Housing Fair 2007" shall be conducted in October 2007 in celebration of the National Shelter Month.

SECTION 2. The disposition of eligible acquired properties of the key shelter agencies and government financial institutions, including those that have not been auctioned off, shall be opened to all government employees, private sector employees, and Overseas Filipino Workers (OFWs).

For this purpose, the requirement for government agencies to publish their acquired properties prior to disposition shall be temporarily lifted during the duration of the Housing Fair.

SECTION 3. Payments for housing units that will be sold during the Housing fair shall be subject to salary deduction; provided, that the authorized deductions shall not reduce the monthly net take-home pay of any employee to an amount lower than Three Thousand Pesos (P3,000.00) pursuant to Section 41 of Republic Act No. 9336.

SECTION 4. An Inter-agency Committee is hereby created to draw up the guidelines and set forth the terms and conditions for the sale of eligible acquired properties under the program.

	Housing and Urban Development Coordinating Council
	Pag-IBIG FundNational Home Mortgage Finance CorporationHome G Corporation
	National Housing Authority
	Bangko Sentral ng Pilipinas
	Government Service Insurance System
	Social Security System
	Philippine Deposit Insurance Corporation

SECTION 5. All employers are hereby enjoined to allow their interested employees to participate in the Housing Fair.

SECTION 6. This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 25th day of July in the Year of Our Lord Two Thousand and Seven.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 137

ENJOINING ALL HEADS OF DEPARTMENTS, BUREAUS, COMMISSION, AGENCIES, OFFICES AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, TO SEEK PRIOR CLEARANCE FROM THE NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY BOARD BEFORE AUTHORIZING THE IMPOSITION OF NEW FEES OR INCREASES IN EXISTING FEES

WHEREAS, it is the thrust of the government to improve the country's competitiveness in the global economy;

WHEREAS, there is a need to review the new fees and increases in the fees imposed by the national government to ensure that these are properly coordinated with the stakeholders and consistent with established national priorities of the government;

WHEREAS, the National Economic and Development Authority (NEDA) Board is primarily responsible for formulating continuing, coordinated and fully integrated social and economic policies, plans and programs;

WHEREAS, the Administrative Code of 1987 (Executive Order No. 292) provides that heads of bureaus, offices or agencies, upon approval of the concerned department head, have the continuing authority to revise their rates of fees and charges to recover the cost of the service rendered;

WHEREAS, in the January 30, 2007 Joint National Anti-Poverty Commission (NAPC) and NEDA Cabinet Group meeting, the President and the Cabinet Members deemed it prudent for all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the national government, including government-owned and/or controlled corporations (GOCCs), to seek NEDA Board clearance before authorizing the imposition of new fees or increases in existing fees.

In this connection, the heads of all departments, bureaus, commissions, agencies, offices and instrumentalities of the national government, including GOCCs, are hereby directed to seek NEDA Board clearance before authorizing the imposition of new fees or increases in existing fees.

SO ORDERED.

Manila, Philippines, JUL 30 2007

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 138

DIRECTING ALL CABINET MEMBERS AND HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO ACTIVELY PARTICIPATE IN ACTIVITIES RELATIVE TO THE OBSERVANCE OF INTERNATIONAL HUMANITARIAN LAW (IHL) DAY THIS AUGUST 12, 2007

The Office of the President issued Executive Order (EO) 134 in 1999 declaring August 12 as IHL Day to commemorate the signing of the 1949 Geneva Convention. In addition, one of the thrusts of the Government is to sustain institutional and popular support and participation in building a culture of peace in the country. Therefore, the theme for this year's observance shall be ***"Together for Humanity; Together for Peace"***.

Relative thereto, all Cabinet Members and Heads of Government-Owned and Controlled Corporations are hereby directed to actively participate in the nationwide observance of IHL Day, both at the central and at the regional/field levels. In particular, you are directed to undertake any or a combination of the following:

1. Mobilize personnel to actively participate in the "Walk for Humanity, Walk for Peace" on August 11, 2007 at the Quezon Memorial Circle to start at 5:00 in the morning;
2. Placing of streamer(s) at conspicuous areas in respective offices (please refer to attached design, referred to as Annex "A", and made an integral part hereof);
3. Holding IHL seminars and symposia to discuss the importance of IHL; and
4. Provide other support that may be needed to make the celebration more meaningful;

The Department of Foreign Affairs (DFA), Department of National Defense (DND) with the support of the Philippine National Red Cross (PNRC) and the International Committee of the Red Cross (ICRC) shall undertake the necessary coordination nationwide on the participation of government agencies.

The DFA, the Chair of this year's observance, is also directed to submit a report to the President on the activities organized this August 2007 relative to IHL Day including the participation of government agencies, through the Executive Secretary, copy furnished the Office of the Presidential Chief of Staff.

SO ORDERED.

Manila, Philippines, AUG 10 2007

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 138

DIRECTING ALL CABINET MEMBERS AND HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO ACTIVELY PARTICIPATE IN ACTIVITIES RELATIVE TO THE OBSERVANCE OF INTERNATIONAL HUMANITARIAN LAW (IHL) DAY THIS AUGUST 12, 2007

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Relative thereto, all Cabinet Members and Heads of Government-Owned and Controlled Corporations are hereby directed to actively participate in the nationwide observance of IHL Day, both at the central and at the regional/field levels. In particular, you are directed to undertake any or a combination of the following:

1. Mobilize personnel to actively participate in the "Walk for Humanity, Walk for Peace" on August 11, 2007 at the Quezon Memorial Circle to start at 5:00 in the morning;
2. Placing of streamer(s) at conspicuous areas in respective offices (please refer to attached design, referred to as Annex "A", and made an integral part hereof);
3. Holding IHL seminars and symposia to discuss the importance of IHL; and
4. Provide other support that may be needed to make the celebration more meaningful;

The Department of Foreign Affairs (DFA), Department of National Defense (DND) with the support of the Philippine National Red Cross (PNRC) and the International Committee of the Red Cross (ICRC) shall undertake the necessary coordination nationwide on the participation of government agencies.

The DFA, the Chair of this year's observance, is also directed to submit a report to the President on the activities organized this August 2007 relative to IHL Day including the participation of government agencies, through the Executive Secretary, copy furnished the Office of the Presidential Chief of Staff.

SO ORDERED.

Manila, Philippines, AUG 10 2007

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 140

Upon the recommendation of the National Disaster Coordinating Council (NDCC) and in view of the continuing inclement weather brought about by typhoon “Egay”, work in government offices in the National Capital Region is hereby suspended on Friday, August 17, 2007 from 1:00 p.m. onwards.

However, those agencies whose functions involve the delivery of basic and health services, preparedness/responses, to disasters and calamities, and/or the performance of other vital public services shall continue with their operations and render the necessary services.

This Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 17 August 2007

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 141

**DIRECTING ALL CONCERNED GOVERNMENT AGENCIES AND INSTRUMENTALITIES
AS WELL AS GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO
PARTICIPATE IN THE CELEBRATION OF THE “NATIONAL PEACE CONSCIOUSNESS
MONTH”**

Pursuant to Proclamation No. 675 dated July 20, 2004, entitled “Declaring the month of September 2004 and every year thereafter as “National Peace Consciousness Month”, all concerned Government agencies and instrumentalities, including local government units, government-owned and controlled corporations; as well as members of the private sector and civil society groups, are hereby directed and encouraged to initiate and participate in relevant and meaningful activities in celebration of the National Peace Consciousness Month to instill greater consciousness and understanding among the Filipino people of the comprehensive peace process and the Culture of Peace agenda.

The Office of the Presidential Adviser on the Peace Process (OPAPP) shall be the lead Government agency to coordinate and monitor the observance of the “National Peace Consciousness Month”.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 29th day of August, in the year of Our Lord, Two Thousand and Seven.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 142

**AUTHORIZING ALL MECHANICAL ENGINEERS FROM GOVERNMENT AGENCIES,
LOCAL GOVERNMENT UNITS, STATE COLLEGES AND UNIVERSITIES AND
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO ATTEND THE 55TH
PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS (PSME) ANNUAL NATIONAL
CONVENTION ON OCTOBER 15-18, 2007 ON OFFICIAL BUSINESS**

The Philippine Society of Mechanical Engineers will hold its 55th Annual National Convention and 4th International Expo on Mechanical Engineering on October 15-18, 2007 at the Megatrade Hall, Megamall, Mandaluyong City;

In this connection, Mechanical Engineers in various government agencies and local government units, state colleges and universities and government owned and controlled corporations, are hereby authorized to attend the above-mentioned Convention on official time only, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 143

**ENJOINING ALL GOVERNMENT OFFICES TO EXTEND SUPPORT AND COOPERATION
TO THE “SING FOR ME: A CALL FOR PEACE AND UNITY” PROJECT OF THE
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**

The Department Of Social Welfare and Development (DSWD) will launch the “Sing for Me: A Call For Peace And Unity” project on 22 September 2007, at the Quezon City Hall Plaza, a simultaneous serenade and community singing of Christmas carols by the chorale groups of the local government units and other sectors for the benefit of disadvantaged children. This project aims to promote peace and unity among Filipinos, here and abroad, through music. There will be bi-monthly concerts after the launching as a prelude to the main event, which is scheduled on 15 December 2007, at the Marikina Sports Complex.

In view thereof, all government offices, including Government-Owned and Controlled Corporations (GOCCs) and State Colleges and Universities (SUCs), are hereby enjoined to extend its support and cooperation to help promote the objectives of this project and contribute to its success.

DONE in the City of Manila this 27th day of September in the year of our Lord, Two Thousand and Seven.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 144

AMENDING MEMORANDUM CIRCULAR NO. 142, DATED SEPTEMBER 12, 2007 BY AUTHORIZING ALL MECHANICAL ENGINEERS FROM GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, STATE COLLEGES AND UNIVERSITIES AND GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO ATTEND THE 55TH PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS (PSMC) ANNUAL NATIONAL CONVENTION ON OCTOBER 24-27, 2007 ON OFFICIAL BUSINESS

The Philippine Society of Mechanical Engineers will hold its 55th Annual Convention on October 24-27 at the Cebu International Convention Center.

In this convention, Mechanical Engineers in various government agencies and local government-owned and controlled corporations, are hereby authorized to attend the above-mentioned Convention on official time only, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 11 October 2007

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 145

ENJOINING ALL CABINET MEMBERS, PRESIDENTIAL ADVISERS AND HEADS OF EXECUTIVE OFFICES TO PARTICIPATE IN THE OPENING CELEBRATION OF THE NATIONAL WEEK FOR OVERCOMING EXTREME POVERTY ON OCTOBER 17, 2007

Pursuant to Proclamation No. 717 dated October 18, 2004, the period from October 17 to 23 of every year has been declared as National Week for Overcoming Extreme Poverty. The proclamation aims to provide ample opportunity for national government agencies, local government units, civil society organizations, private sector, and the poor communities to participate in the activities geared toward poverty reduction. For this year's celebration, the theme is "Kumilos, Manindigan, Labanan ang Kahirapan." The week will culminate in the opening celebration on October 17, 2007, which shall be highlighted by the Stand Up, Speak Out campaign organized by the United Nations System in the Philippines in a bid to set a Guinness World Record of gathering Three Million Filipinos.

In this regard, all cabinet members, presidential advisers and heads of executive offices are hereby enjoined to participate in relevant and meaningful activities scheduled on October 17, 2007 at the Open Air Auditorium, Rizal Park, Manila.

The National Anti-Poverty Commission shall be the lead agency to coordinate and monitor the observance of the "National Week for Overcoming Extreme Poverty."

This Memorandum Circular shall take effect immediately.

Done in the City of Manila this 15th day of October 2007 in the year of our Lord, Two Thousand and Seven.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 146

ENJOINING ALL INFORMATION OFFICERS OF OFFICES/AGENCIES AT THE REGIONAL AND LOCAL GOVERNMENT LEVELS, NON-GOVERNMENT INSTITUTIONS AND THE PRIVATE SECTOR IN MINDANAO TO ATTEND AND PARTICIPATE IN THE 8TH ANNUAL CONGRESS-WORKSHOP OF THE MINDANAO COMMUNICATORS' NETWORK, INC. (MINDACOMNET) TO BE HELD ON NOVEMBER 27-29, 2007 AT MARCIAN HOTEL, ZAMBOANGA CITY

The Mindanao Communicators' Network Inc. (MINDACOMNET), a network of government and non-government information officers, was organized in 1999, for the purpose of networking activities for communication practitioners in the government and non-government organizations and the private sector in Mindanao to enhance the professional growth of public and private communicators/information officers in the Mindanao regions.

The **MINDACOMNET, INC.** was organized to serve as a mechanism for the promotion and advocacy of the National Government's peace and development efforts in Mindanao.

In order to achieve its purpose and objectives the **MINDACOMNET, INC.** shall conduct its 8th Annual Congress-Workshop on November 27-29 at Marcian Hotel, Zamboanga City.

All heads of government departments, bureaus and offices, including government-owned and/or controlled corporations, government financial institutions, state colleges and universities, and local government units, are enjoined to authorize their information/communications officers to attend/participate in the **MINDACOMNET, INC.** 8th Annual Congress-Workshop on November 27-29, 2007 on official time with expenses, such as transportation, per diems, registration fees, and other necessary fees/expenses at rates prescribed in accordance with existing policies of the Department of Budget and Management, the Commission on Audit and the Civil Service Commission, chargeable against the funds of their respective agencies/offices, and subject to the usual accounting and auditing rules and regulations and availability of funds.

This Memorandum Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 30 October 2007

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORADUM CIRCULAR NO. 147

**AMENDING MEMORANDUM CIRCULAR NO. 68, S. 2004, REGARDING COMPLETE
STAFF WORK (CSW) AS MANDATORY REQUIREMENT FOR REQUESTS FOR
PRESIDENTIAL ISSUANCES AND/OR APPROVALS FOR HOUSING PROJECTS**

**TO: ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES, BUREAUS AND
OFFICES**

In the interest of further expediting the processing of projects relative to housing, requests for Presidential Issuances and/or approvals, such as executive orders, proclamations/ administrative orders, memorandum orders, memorandum circulars and similar directives, item no. 4 of Memorandum Circular No. 68, s. 2004, is hereby amended to read as follows:

“4. Coordination with Agencies – A statement that the necessary coordination or consultation were made with the agencies involved or affected, attaching copies of their comments/recommendation thereon, duly signed by the Department Secretaries or Heads of Agencies concerned or any of their designated/authorized representatives.”

All memorandum circulars and executive issuance or portions thereof that are inconsistent with this Memorandum Circular are hereby revoked, amended or modified accordingly.

This Memorandum Circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 13 November 2007

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 148

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE EMPLOYEES' WEEK ON DECEMBER 2 TO 8, 2007

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as National Government Employees' Week. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is "*Nagkakaisang Kawani: Moong Katapatan, Katatagan at Kapayapaan*".

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFIs) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of National Government Employees' Week in coordination with other concerned agencies.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 27 November, 2007

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 149

**AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF ALL GOVERNMENT
LAWYERS IN WESTERN VISAYAS REGION IN IBP's REGIONAL CONVENTION AND
MCLE SEMINAR**

The Integrated Bar of the Philippines (IBP), Western Visayas Region, will be holding its Regional Convention and Mandatory Continuing Legal Education (MCLE) Seminar on March 6 to 8, 2008 at the Negros Oriental Convention Center, Dumaguete City, with the theme ***"Raising the Bar of the 'Bar': A Call to Excellence in the Practice of the Legal Profession"***.

In this connection, all government lawyers in Western Visayas Region are hereby authorized to attend the above-mentioned Convention and Seminar **on official time**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 17 January 2008

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR No. 150

**APPROVING THE 2008 NATIONAL CRIME PREVENTION PLAN AND DIRECTING ALL
CONCERNED AGENCIES TO COMPLY WITH AND IMPLEMENT THE PLAN**

WHEREAS, Section 14(I) of Republic Act No. 6975 (The PNP Law), as amended by Republic Act No. 8551 (The PNP Reform and Reorganization Act of 1998), mandates the National Police Commission (Napolcom) to formulate, for the approval of the President, a crime prevention program;

WHEREAS, in pursuance thereof, interdisciplinary experts from the Technical Committee on Crime Prevention and Criminal Justice (TCCPQ) of the Napolcom convened on March 29-30, 2007 in Tagaytay City to formulate the annual national crime prevention plan for Calendar year 2008;

WHEREAS, the National Crime Prevention Plan (NCPP) embodies the strategic objectives and strategic action plans of the five (5) pillars of the Criminal Justice System (CJS) for implementation by the National Government Agencies (NGAs) and all Local Government Units (LGUs);

WHEREAS, the 2008 NCPP shall endeavor to complement, support and augment the other strategies and operational measures of the other national government agencies, NGOs and LGUs in the prevention of crime, treatment of offenders and administration of criminal justice;

WHEREAS, the annual national crime prevention plan strives to conform with existing standards and norms of the United Nations Council on Crime Prevention and Criminal Justice (UNCCPCJ) which is the body that is responsible in the international community in the field of crime prevention and control, seeking its influence in national policies and practices in the promotion of cooperation in these fields; and

WHEREAS, the Napolcom TCCPCJ formulated the 2008 NCPP to take cognizance of problems, issues and concerns that are considered priorities in the implementation of identified programs, projects and activities within the limited resources available to the various agencies, offices and organizations concerned.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby approve the 2008 NCPP (Annex "A") formulated by the Napolcom TCCPCJ and recommended by the DILG Secretary.

All concerned departments and agencies, and all local government units are hereby directed to comply with and implement the NCPP in partnership with the NGOs.

This Memorandum Circular shall take effect January 1, 2008.

DONE in the City of Manila, this 5th day of March, in the year of Our Lord, Two Thousand and Eight.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

By the President of the Philippines

Memorandum Circular No. 151

REVOKING EXECUTIVE ORDER NO. 464 AND MEMORANDUM CIRCULAR NO. 108

Section 1. Following the pronouncement of the President, Executive Order No. 464 dated 28 September 2005, is hereby revoked.

Section 2. Memorandum Circular No. 108 dated 27 July 2006 is hereby likewise revoked.

Section 3. Executive officials and employees can no longer invoke Executive Order No. 464 and Memorandum Circular No. 108 as an excuse for not attending legislative inquiries in aid of legislation.

Section 4. Executive officials and employees are advised to follow and abide by the Constitution, existing laws and jurisprudence, including, among others, “Senate vs. Ermita, g.r. No. 169777, April 20, 2006,” when they are invited to legislative inquiries in aid of legislation.

Section 5. This memorandum circular shall take effect immediately.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, Philippines

6 March 2008

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG
BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 152

**AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF ALL GOVERNMENT
LAWYERS IN NORTHERN LUZON REGION IN IBP's REGIONAL CONVENTION AND
MCLE SEMINAR**

The Integrated Bar of the Philippines (IBP), Northern Luzon Region, will be holding its Regional Convention and Mandatory Continuing Legal Education (MCLE) Seminar on April 15 to 17, 2008 at the Baguio Country Club, Baguio City.

In this connection, all government lawyers in Northern Luzon Region (Abra, Baguio-Benguet, Batanes, Cagayan, Ifugao, Ilocos Norte, Ilocos Sur, Isabela, Kalinga-Apayao, La Union, Mt. Province, Nueva Vizcaya and Quirino) are hereby authorized to attend the above-mentioned Convention and Seminar **on official time**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) IGNACIO R. BUNYE

Acting Executive Secretary

Manila, 09 April 2008

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 153

**AUTHORIZING GOVERNMENT OFFICIALS AND EMPLOYEES WHO PARTICIPATED
IN THE PROGRAM IN DEVELOPMENT ECONOMICS (PDE) TO ATTEND ON OFFICIAL
BUSINESS THE UP CENTENNIAL AND PDE NATIONAL LECTURE ON MAY 7, 2008 TO
BE CONDUCTED BY THE UNIVERSITY OF THE PHILIPPINES**

The Program in Development Economics (PDE) of the University of the Philippines School of Economics (PDE) in cooperation with the University of the Philippines is organizing a UP Centennial Lecture and PDE National Lecture on *Secular Morality and the University* on May 7, 2008 at the UP National Institute of Science and Mathematics Education Auditorium, Diliman, Quezon City. The Lecture is part of the continuing education of the PDE participants that aims to upgrade their knowledge and skills in economic analysis and economic policymaking.

In this connection, all government officials and employees who have participated in the Program in Development Economics of the UP School of Economics are hereby enjoined to attend this lecture series. Their attendance shall be considered on official business.

By authority of the President:

(SGD.) IGNACIO R. BUNYE

Acting Executive Secretary

Manila, 10 April 2008

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 154

**AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF ALL GOVERNMENT
LAWYERS IN BICOLANDIA REGION IN IBP's REGIONAL CONVENTION AND MCLE
SEMINAR**

The Integrated Bar of the Philippines (IBP), Bicolandia Region, will be holding its Regional Convention and Mandatory Continuing Legal Education (MCLE) Seminar on May 22 to 24, 2008 at the Avenue Plaza Hotel, Magsaysay Avenue, Naga City.

In this connection, all government lawyers in Bicolandia Region (Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate and Sorsogon) are hereby authorized to attend the above-mentioned Convention and Seminar **on official time**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) IGNACIO R. BUNYE

Acting Executive Secretary

Manila, 14 April 2008

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 155

**AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF ALL GOVERNMENT
LAWYERS IN CENTRAL LUZON REGION IN IBP's REGIONAL CONVENTION AND
MCLE SEMINAR**

The Integrated Bar of the Philippines (IBP), Central Luzon Region, will be holding its Regional Convention and Mandatory Continuing Legal Education (MCLE) Seminar on June 5 to 7, 2008 at the Lagenda Hotel, El Centro, Subic Bay Freeport Zone, Olongapo City.

In this connection, all government lawyers in Central Luzon Region (Bataan, Bulacan, Nueva Ecija, Pampanga, Pangasinan, Tarlac and Zambales) are hereby authorized to attend the above-mentioned Convention and Seminar **on official time**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) IGNACIO R. BUNYE

Acting Executive Secretary

Manila, 14 April 2008

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 156

**DIRECTING ALL HEADS OF GOVERNMENT AGENCIES AND GOVERNMENT-OWNED
AND CONTROLLED CORPORATIONS TO ADOPT THE ANTI-POVERTY BRANDS OF
PRESIDENT GLORIA MACAPAGAL-ARROYO**

In compliance with the instructions of President Gloria Macapagal-Arroyo during the NEDA Cabinet Group Meeting on 29 January 2008, all government agencies and government-owned and controlled corporations are hereby directed to adopt the Anti-Poverty brands: Labanan ang Kahirapan and Ramdam ang Kaunlaran in all their print, radio, television and outdoor information materials. Furthermore, sub-brands such as: Pagkain sa Bawat Mesa, Isulong ang Karunungan, Alagaan ang Kalusugan and Tapusin ang mga Daan Tungo sa Kaunlaran are to be used when applicable.

The Philippine Information Agency (PIA) is tasked to implement this branding campaign. As such, all agencies of government, including local chief executives of local government units are enjoined to coordinate with the PIA Secretary in the implementation of this directive.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 18th day of April, in the year of Our Lord, Two Thousand Eight.

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 157

**PRESCRIBING GUIDELINES, PROCEDURES AND TIMEFRAMES IN THE CONDUCT OF
EVALUATION, COMPLETE STAFF WORK (CSW) AND APPROVAL OF PROPOSED
PROCLAMATIONS FOR HOUSING PURPOSES**

Pursuant to Memorandum Circular No. 68 s. 2006, as amended by Memorandum Circular No. 147 s. 2007, the following guidelines are hereby issued to facilitate the evaluation, conduct of complete staff work (CSW), and approval of proposed proclamation for housing purposes.

SECTION 1. Objectives.—

1.1 Facilitate the issuance of proclamations for housing purposes by specifying the requirements, processes and timeframe for the evaluation and CSW by concerned agencies;

1.2 Harmonize the roles and collaboration of concerned agencies, particularly the Housing and Urban Development Coordinating Council (HUDCC) and the Department of Environment and Natural Resources (DENR) in the processing of proposed proclamations for housing sites;

1.3 Rationalize the issuance of housing proclamations pursuant to national and local development plans and the land disposition schemes stipulated in the Urban Development and Housing Act (UDHA), which shall not be limited to transfer of ownership, but to include lease, with option to purchase, usufruct or such other variations as deemed most expedient;

1.4 Encourage the LGUs to be the primary actor in the identification of areas for proclamation as socialized housing sites and in curtailing new occupation and invasion of public and government lands by informal settlers in accordance with the provisions of the UDHA and related policies.

SECTION 2. Scope. —

This guideline shall apply to all requests for the issuance of a Presidential Proclamation or Executive Order to reserve or designate public land and/or government-owned land for housing purposes.

SECTION 3. General Principles. —

3.1 HUDCC shall be the clearing agency of all requests for proclamation for housing purposes. All requesting parties, including government agencies shall coordinate with the HUDCC regarding proposed housing proclamations to be endorsed to the DENR and the Office of the President.

3.2 Pursuant to the Urban Development and Housing Act, the LGU is responsible for identifying lands for socialized housing and resettlement areas for the immediate and future needs of the underprivileged and homeless in the urban areas. As such, as much as possible, requests for proclamation for socialized housing purposes should be proposed or endorsed by the LGU concerned.

3.3 For purposes of proposals for housing proclamation, the proponent shall be required to submit a sketch map and boundary description identifying the proposed area for proclamation. The said sketch map is only indicative and shall be subject to actual and final survey upon signing of the Proclamation by the President. The area and technical descriptions covered by the proclamation may change based on actual ground survey.

3.4 Other requirements by concerned government agencies with respect to proposed proclamation shall still apply.

SECTION 4. Creation of a Pre-Proclamation Committee. —

4.1 A Pre-Proclamation Committee (PPC) shall be created in areas with public lands or government lands identified for possible proclamation as housing site in order to facilitate the review and evaluation of the same by concerned agencies.

4.2 The PPC shall be composed of representatives from the following offices:

HUDCC Regional Office

DENR-PENRO/CENRO

DENR Mines and Geosciences Bureau Regional Office

NHA Regional Office/Project Office

DPWH Regional/District Engineering Office

DOH Regional Office

Provincial Health Office

City/Municipal Planning Office

PCUP-FOD

Land Owner/Administrator

HUDCC and DENR-PENRO/CENRO shall sit as Chairperson and Vice Chairperson, respectively. The concerned agencies shall designate focal persons to be members of the PPC. Other agencies may also be invited by HUDCC to become members of the PPC as may be deemed necessary.

4.3 The PPC shall have the following functions:

- i. Conduct joint site inspection and evaluation of the proposed area;
- ii. Conduct meetings and coordinate with the proponents/beneficiaries to assist them in the completion of requirements for the proclamation;
- iii. Identify issues and concerns regarding the proposed project, facilitate the resolution of said issues and/or submit recommendation to the DENR and HUDCC Central Office for appropriate action;

SECTION 5. Processing of Proposals. —

5.1 SCREENING. Proponents of housing proclamation shall submit to the HUDCC a letter-request together with a list of actual occupants or target beneficiaries (certified by the Urban Poor Affairs Office of the concerned city/municipality), sketch map and boundary description of the area/property requested for proclamation for preliminary screening.

5.1.1 Initial Screening by HUDCC. Upon receipt of a request for proclamation for housing purposes, HUDCC shall conduct preliminary screening of the request. HUDCC shall coordinate with the proponent, land owner/administrator and the LGU to evaluate of the feasibility of the proposal within 15 days.

5.1.2 Land Status Verification. HUDCC shall also coordinate with the DENR-CENRO for the conduct of land status verification to determine the classification and status of the subject property based on its existing records prior to further evaluation.

- The CENRO shall complete its review of the sketch map and boundary description within 5 days and endorse the same to the DENR-PENRO.
- The DENR-PENRO shall complete its evaluation of the submitted sketch map within 5 days and endorse the same to the Regional Office.
- The DENR Regional Office, through its Chief Land Surveys Division, shall review and take final action on the sketch map within 15 days. It shall then submit its report to HUDCC Central Office.

If the land is determined to be not suitable for proclamation (i.e., located within timberland, protected area or with adverse claims, etc.) HUDCC shall advise the proponent of the denial of the request and advise alternative action.

5.2 EVALUATION OF THE PRE-PROCLAMATION COMMITTEE. If HUDCC determines that the proposed proclamation merits further evaluation, HUDCC, through its regional office, shall facilitate the convening of a PPC at the local level.

5.2.1 Site Inspection and Investigation. The PPC shall conduct site inspection and investigation and prepare an Investigation Report stating whether or not the site is feasible for proclamation as housing site. The PPC shall submit its Investigation Report together with their recommendations to HUDCC and their respective offices within 15 days after the convening of the PPC.

5.2.2 Resolution of Issues. In case there are issues or concerns regarding the area proposed for proclamation, the PPC shall facilitate the immediate resolution of aforesaid issues. For issues that cannot be resolved at the level of the PPC and which will require top-level decision or intervention, the PPC shall elevate the matter to HUDCC Central Office. HUDCC shall convene meetings with the offices of the concerned government agencies as deemed necessary to facilitate the decision;

If the proposed site is found feasible for proclamation as housing site, the PPC members shall facilitate the issuance of endorsement/clearance from their regional and central offices.

5.3 ENDORSEMENT OF CONCERNED AGENCIES. The DOH, DPWH and other concerned central agencies, through the designated agency signatories, shall take action on the request for clearance/endorsement within 15 days upon receipt of the report of the PPC and forward the agency endorsement or report to HUDCC Central Office.

5.4 COMPLETE STAFF WORK BY HUDCC. Upon receipt of the complete documentary requirements, HUDCC Central Office shall facilitate the submission of the complete requirements together with HUDCC's inputs/recommendations to the DENR Regional Office.

If upon thorough evaluation, and the proposed site is determined not feasible for proclamation as a housing site, HUDCC shall advise the proponent and coordinate with the concerned LGU and agencies for appropriate action.

5.5 EVALUATION AND COMPLETE STAFF WORK (CSW) REPORT BY THE DENR

5.5.1 CSW Report by DENR Regional Office. Upon receipt of complete requirements for CSW, the DENR Regional Office shall prepare and submit its CSW Report to DENR Central Office within 15 days; copy furnished the HUDCC Central Office.

5.5.2 Review by DENR Central Office. The DENR Central Office shall complete its review of the proposed proclamation within 30 days. This period shall be inclusive of the review of the Land Management Bureau (LMB).

5.6 ENDORSEMENT OF THE OFFICE OF THE PRESIDENT. The DENR shall submit the proposed housing proclamation to the Office of the President. The DENR shall inform HUDCC of such submission and provide HUDCC of a complete copy of the submitted documents.

All agencies concerned shall observe compliance with the timeframe and all other provisions of this guideline. The concerned agencies, particularly DOH, DPWH and DENR shall include the processing of clearances for housing proclamation in the respective agency targets and key result areas, and designate focal person to monitor and ensure compliance.

SECTION 6. This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 15th day of July, in the year of Our Lord, Two Thousand and Eight.

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 158

**AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF ALL GOVERNMENT
LAWYERS IN GREATER MANILA REGION IN IBP's REGIONAL CONVENTION AND
MCLE SEMINAR**

The Integrated Bar of the Philippines (IBP), Greater Manila Region, will be holding its Regional Convention and Mandatory Continuing Legal Education (MCLE) Seminar on August 9 and 10, 2008, at the Pearl Manila Hotel, Ermita, Manila, and on August 14 to 16, 2008 at the Manila Hotel, Roxas Boulevard, Manila.

In this connection, all government lawyers in Greater Manila Region (Manila I to IV and Quezon City Chapter) are hereby authorized to attend the above-mentioned Convention and Seminar, **on official time**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

Manila, 21 July 2008

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 159

**AUTHORIZING ATTENDANCE TO THE 45TH NATIONAL DEFENSE COLLEGE OF THE
PHILIPPINES' ALUMNI HOMECOMING**

The National Defense College of the Philippines (NDCP) will celebrate its 45th Alumni Homecoming on 15 August 2008.

The homecoming event was organized with the end view of gathering all the members of the NDCP Alumni Association Inc. (NDCPAAI) and all the graduates of the Master in National Security Administration (MNSA) program of the NDCP. This homecoming is designed to acknowledge the outstanding achievements of NDCP alumni, as well as provide a venue for information sharing and productive interactions on relevant and strategic issues confronting the country.

In this regard, all heads of government agencies, departments, bureaus and offices, including government-owned and/or controlled corporations (GOCCs) and their subsidiaries/units, and state universities and colleges (SUCs) may authorize their respective personnel, who are NDCPAAI members and MNSA graduates to attend and participate, **on official time**, in the 45th NDCP Alumni Homecoming which will be held on said date at the Club Filipino, San Juan City. Expenses are allowed at prescribed rates in accordance with current COA, CSC, and DBM policies, chargeable against the funds of the sending agencies/offices, and subject to the usual accounting and auditing rules and regulations.

Manila, 21 July 2008

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 160

**CONDUCT OF CONTINUING HOUSING FAIR FOR PUBLIC AND PRIVATE SECTOR
EMPLOYEES AND OVERSEAS FILIPINO WORKERS**

WHEREAS, it is the policy of the State to afford employees the requirements of decent human settlement and to provide them with ample opportunities to improve their quality of life;

WHEREAS, the National Shelter Program of the government addresses the housing requirements of both the informal and formal sectors of society, including employees in the public and private sector;

WHEREAS, the Government through the Housing and Urban Development Coordinating Council (HUDCC), its key shelter agencies, namely, the Home Development Mutual Fund (HDMF), the National Home Mortgage Finance Corporation (NHMFC), the Home Guaranty Corporation (HGC), the Housing and Land Use Regulatory Board (HLURB), and the National Housing Authority (NHA), and the government financial institutions with home lending operations, have agreed to forge a strategic alliance towards the attainment of the goals and objectives of the National Shelter Program;

WHEREAS, Proclamation No. 662 (s. 1995) declares the month of October every year as National Shelter Month;

WHEREAS, several acquired properties were sold under the Housing Fair program since its inception in October 2006 translating to significant earnings for the participating Key Shelter Agencies and Government Financial Institutions;

WHEREAS, in celebration of the National Shelter Month, all branches of the government are enjoined to actively participate in the Housing Fair as well as enlist the private sector groups and non-government organizations to attain the goals and objectives of the Housing Fair.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. A Housing Fair shall be conducted every year during the month of October in celebration of the National Shelter Month.

SECTION 2. The disposition of eligible acquired properties of the key shelter agencies and government financial institutions, including those that have not been auctioned off, shall be opened to all government employees, private sector employees and Overseas Filipino Workers (OFWs).

For this purpose, the requirement for government agencies to publish their acquired properties, prior to disposition, shall be temporarily lifted during the duration of the Housing Fair.

SECTION 3. Payments for housing units that will be sold during the Housing Fair shall be subject to salary deduction; provided that the authorized deductions shall not reduce the monthly net take-home pay of any employee to an amount lower than Three Thousand Pesos (P3,000.00) pursuant to Section 41 of Republic Act No. 9336.

SECTION 4. An Inter-agency Committee is hereby created to draw up the guidelines and set forth the terms and conditions for the sale of eligible acquired properties under the program. The Inter-agency Committee shall be composed of the following;

Chairman-	Housing and Urban Development Coordinating Council
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Members-	Home Development Mutual Fund National Home Mortgage Finance Corporation Home Guaranty Corporation National Housing Authority Bangko Sentral ng Pilipinas Social Security System Government Service Insurance System
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SECTION 5. This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 4th day of August, in the year of Our Lord, Two Thousand and Eight.

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 161

ENJOINING ALL CABINET MEMBERS AND HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO OBSERVE THE INTERNATIONAL HUMANITARIAN LAW DAY ON AUGUST 12, 2008 AND ACTIVELY SUPPORT AND PARTICIPATE IN THE CONDUCT OF ACTIVITIES RELATIVE THERETO

Pursuant to Executive Order No. 134 dated July 31, 1999, declaring August 12 as International Humanitarian Law (IHL) Day, all cabinet members and heads of government-owned and controlled corporations are enjoined and encouraged to support the initiatives lined-up for the observance of the International Humanitarian Day on August 12, 2008. The theme for this year's celebration is **"Together for Humanity, Dignity and Peace"**, in line with the Government's thrust, among others, to sustain institutional and popular support and participation of all sectors of the society in building a culture of peace in the country.

In particular, you are hereby advised to undertake any or a combination of the following:

1. Placement of streamers at conspicuous areas in your respective offices (please refer to attach design, referred to as Annex "A", and made an integral part hereof);
2. Mobilization of personnel to join the *"Walk for Humanity, Dignity and Peace"* on August 10, 2008 (Sunday) which will start at 3 o'clock in the afternoon. With Quirino Grandstand as the convergence point, the government sector participants will walk from Rajah Sulayman Park in front of Malate Church while the civil society groups will come from the Liwasan Bonifacio Office fronting the Manila Post Office.
3. Administration of a voluntary blood-letting activity in coordination with the Philippine National Red Cross (PNRC) and Department of Health (DOH), either on the IHL Day itself (Tuesday, August 12, 2008) or any day in August 2008; and,
4. Administration of seminars and symposia to discuss the importance of IHL in collaboration with PNRC and the International Committee of the Red Cross (ICRC).

Further, you are also encouraged to provide other support that may be deemed necessary to make the celebration more meaningful.

The Department of National Defense (DND) and the Department of Foreign Affairs (DFA), in cooperation with PNRC and ICRC shall spearhead the implementation of the activities lined-up for the celebration and shall carry out the necessary coordination among the participating government agencies, bureaus and government-owned and controlled corporations.

As the Chairman for this year's celebration, the Secretary of National Defense shall submit a report to the President, through the Executive Secretary copy furnished the Presidential Chief of Staff, on the conduct of the IHL Day, including but not limited to, the participation of government agencies, bureaus and government-owned and controlled corporations.

SO ORDERED.

Manila, Philippines, August 04, 2008

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 162

GUIDELINES ON MATTERS PERTAINING TO NORTH BORNEO (SABAH)

WHEREAS, by virtue of Article 1 of the 1987 Philippine Constitution on National Territory, the Philippines has historical and legal right over certain parts of North Borneo (Sabah);

WHEREAS, it is in the national interest to safeguard the country's historical and legal right in North Borneo (Sabah);

WHEREAS, the Philippines believes in the peaceful resolution of disputes with neighboring countries as provided under the same Constitution, which expressly states that the Philippines adheres to the policy of peace, equality, justice, freedom, cooperation, and amity with all nations;

WHEREAS, there is a need for guidelines with regard to activities, acts or statements in relation to North Borneo (Sabah) for the protection of the said rights;

WHEREFORE, the following guidelines are hereby prescribed:

Section 1. No Department, agency, or instrumentality of the Philippine Government shall make any act or statement expressing or implying, directly or indirectly, any recognition of a foreign state's sovereignty over North Borneo (Sabah) or non-recognition of Philippine title or historical and legal rights to the same.

Section 2. Any official activity, act or statement relating to North Borneo (Sabah) or which may have bearing on the Philippine claim to said territory shall be carried out only with the clearance of or after consultations with the Department of Foreign Affairs.

Section 3. Reference to North Borneo (Sabah) in official documents should not include its being part of a larger national/federal territory. These documents include, but are not limited to, the following: Philippine passports, agreement, agreed minutes, joint communiqués, record of discussions, and similar documents.

Section 4. Philippine government officials visiting North Borneo (Sabah) shall provide the DFA with a report on their travel thereto.

This Circular shall take effect immediately.

DONE in the City of Manila, this 20th day of August, in the year of our Lord, Two Thousand and Eight.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 163

DIRECTING ALL CABINET MEMBERS AND HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO ACTIVELY PARTICIPATE IN THE CELEBRATION OF THE PEACE CONSCIOUSNESS MONTH THIS SEPTEMBER 2008

Pursuant to the thrust of the Government to instill greater consciousness and understanding among the Filipino people on the comprehensive peace process and to sustain institutional and popular support for and participation in the promotion of building a culture of peace, the month of September was declared as the *“National Peace Consciousness Month.”*

Relative thereto, all Cabinet Members and Heads of the Government-Owned and Controlled Corporations are hereby directed to actively participate in the celebration of the Peace Consciousness Month, both at the central and at the regional/field levels. In particular, you are directed to undertake the following:

1. Placing of streamer(s) at conspicuous areas in respective offices (Please refer to attached design, referred to as Annex “A”, and made an integral part hereof).
2. Mobilize personnel to actively participate in the **“Peace Festival”** at the opening for the month-long celebration on September 1, 2008 at the Quezon City Memorial Parks and Development at 8:00 am.
3. Conduct related activities/events with the theme, **“*Sinimulang Ugnayan sa Kapayapaan...Pagtibayin!*”** Such as releasing of peace doves at your respective agency’s flag-raising ceremonies.
4. Organize productive peace activities to make the event meaningful. For your reference, attached is the concept paper of the 2008 National Peace Consciousness Month.

The Office of the Presidential Adviser on the Peace Process (OPAPP) shall undertake the necessary coordination nationwide on the participation of government agencies.

SO ORDERED.

Manila, Philippines, 29 August 2008

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Reference: Annex A

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 164

AUTHORIZING THE PARTICIPATION ON OFFICIAL TRAVEL OF PROFESSIONAL FORESTERS IN GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, AND STATE COLLEGES AND UNIVERSITIES IN THE “NATIONAL CONVENTION AND A FORUM ON CLIMATE CHANGE AND SUSTAINABLE UPLAND DEVELOPMENT”, SPONSORED BY THE SOCIETY OF FILIPINO FORESTERS, INC. IN SUPPORT OF THE IMPLEMENTATION OF MALACAÑANG ADMINISTRATIVE ORDER NO. 171 (2007) AND EXECUTIVE ORDER NO. 606 (2007)

The Society of Filipino Foresters, Inc., in line with its 60th Anniversary, will be holding its National Convention and a Forum on Climate Change and Sustainable Upland Development on September 17 to 19, 2008 at the Bohol Tropics Resort, Tagbilaran City in support of the implementation of Malacañang Administrative Order No. 171, entitled “Creating the Presidential Task Force on Climate Change” and Executive Order No. 606, entitled “Pursuing Sustainable Upland Development Anchoring on Food, Wood and Non-Wood Security and Economic Productivity.”

The Convention and Forum will be a good opportunity for Professional Foresters to take part thereon, and expect to develop strategies and formulate appropriate policies that may be adopted by both government and private sectors in addressing climate change and ensuring food, wood/non-wood security and economic productivity through sustainable upland development.

In this regard, Professional Foresters in government agencies, local government units and state colleges and universities are hereby authorized to attend the abovementioned convention and forum on official travel, subject to the availability of funds from their respective offices and provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of basic services to the public.

Manila, 04 September 2008

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 165

**OBSERVANCE OF THE NATIONAL WEEK FOR OVERCOMING EXTREME POVERTY
AND PARTICIPATION IN THE STAND UP, TAKE ACTION CAMPAIGN**

WHEREAS, Her Excellency President Gloria Macapagal-Arroyo issued Presidential Proclamation No. 717, Series of 2004, declaring October 17 to 23 of every year as the “National Week for Overcoming Extreme Poverty”;

WHEREAS, the general objective of the Proclamation is to unite and gather the support of all sectors of society – national government agencies, local government units, civil society organizations, private sector and the poor communities themselves – in the fight against extreme poverty;

WHEREAS, Presidential Proclamation No. 269, Series of 1993, declared October 17 of each year as the “National Day for Overcoming Extreme Poverty”;

WHEREAS, the United Nations General Assembly also declared December 22, 2005 as the “International Day for Overcoming Extreme Poverty”;

WHEREAS, the Philippines is a signatory to the Millennium Declaration in 2000 along with 191 countries;

WHEREAS, the United Nations Systems in the Philippines shall stage the Stand Up, Take Action campaign in the Philippines on 17-19 October 2008 in a bid to set a Guinness World Record of gathering 15 million Filipinos; and promote greater effort and attention to the achievement of Millenium Development Goals 2 (universal primary education) and 5 (maternal health) as these are the goals that the country needs to exert much effort for their achievement by 2015.

IN VIEW OF THE FOREGOING, all government agencies are hereby directed to observe the commemoration of the National Week for Overcoming Extreme Poverty by hanging banners or streamers in strategic areas, participating in the NAPC initiated National People’s Day (Quezon City) and wreath-laying ceremony at Luneta, and by taking part in the various activities in support of the Stand Up, Take Action campaign.

Manila, 08 October 2008

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 166

**ENJOINING ALL OFFICIALS AND EMPLOYEES OF THE GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, STATE UNIVERSITIES
AND COLLEGES, AND GOVERNMENT EMPLOYEES' ASSOCIATIONS TO SUPPORT
THE BOTIKA NG BAYAN (BnB) PROJECT**

The Government recognizes the rising cost of living because of the high prices of goods and services, including medicine and other health products.

In upholding the Government's commitment to continuously address the needs of the people through good governance and the availability of safe, effective, and affordable medicine, the Arroyo Administration encourages and supports all endeavors related to minimizing the cost of medicine for every Filipino.

As part of said commitment, all officials and employees of the Government, including government-owned and controlled corporations, state universities and colleges, and government employees' associations, are hereby called upon to support the Botika ng Bayan (BnB) Project, and the efforts of the Philippine Government Employees Association (PGEA), in cooperation with the Philippine International Trading Corporation – Pharma, Inc. (PTIC-PI), which are related to the BnB Project.

IN WITNESS THEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed hereto.

Done in the City of Manila, this 20th day of October, in the year of our Lord, Two Thousand and Eight.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 167

DIRECTING ALL CABINET MEMBERS AND THEIR ATTACHED AGENCIES AND HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO ACTIVELY PARTICIPATE AND GIVE FULL SUPPORT IN THE CELEBRATION OF THE INTERNATIONAL ANTI-CORRUPTION DAY AND THE LAUNCHING OF 1ST UNITED NATIONS CONVENTION AGAINST CORRUPTION (UNCAC)

The Multi-Sectoral Anti-Corruption Council (MSACC), the consultative and coordinating body of the National Anti-Corruption Program of Action (NACPA), will celebrate the International Anti-Corruption Day and the launching of 1st United Nations Convention Against Corruption (UNCAC) on December 9, 2008.

The twin activities will be good opportunity to instill greater consciousness and understanding among the Filipino people on the corruption problem in the country, and to sustain institutional and popular support for and participation in the comprehensive anti-corruption programs of the Government, and to improve the international perception about the Philippines.

Relative thereto, all Cabinet Members and their attached agencies and Heads of the Government-Owned and Controlled Corporations are hereby directed to actively participate and give full support in the celebration of International Anti-Corruption Day and the launching of 1st United Nations Convention Against Corruption (UNCAC) on December 9, 2008.

The Office of the Executive Secretary, thru Assistant Executive Secretary Lynn Danao-Moreno, Chairperson of MSACC's Ad Hoc Committee, shall undertake the necessary coordination nationwide on the participation of government agencies.

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 22 October 2008

MALACAÑAN PALACE

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 167-A

**AMENDING MEMORANDUM CIRCULAR NO. 167, DATED 22 OCTOBER 2008,
“DIRECTING ALL CABINET MEMBERS AND THEIR ATTACHED AGENCIES AND
HEADS OF GOVERNMENT –OWNED AND CONTROLLED CORPORATIONS TO
ACTIVELY PARTICIPATE AND GIVE FULL SUPPORT IN THE CELEBRATION OF THE
INTERNATIONAL ANTI-CORRUPTION DAY AND THE LAUNCHING OF THE
1st UNITED NATIONS CONVENTION AGAINST CORRUPTION (UNCAC)”**

Memorandum Circular No. 167, dated 22 October 2008, is hereby amended so as to allow all departments and their attached agencies including government-owned and controlled corporations/government financial institutions and local government units to disburse the necessary funds from their respective budgets to cover their active participation and support to the Commemoration of the International Anti-Corruption and the Launching of the 1st National Summit on UNCAC on December 9, 2008, subject to availability thereof and applicable accounting and auditing rules and regulations.

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 7th November 2008

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 168

DIRECTING THE CABINET TO IMPLEMENT PRO-POOR PROGRAMS IN ALL REGIONS

WHEREAS, the generation of employment and livelihood opportunities for targeted income groups is the country's best preparation in thwarting the problems brought about by the global credit crunch;

WHEREAS, the inspired and coordinated efforts to prop up the banking system and prevent a credit freeze should not divert the Administration's attention from putting in place an economic imperative – the protection of the most vulnerable sectors of society through the generation of jobs and livelihood opportunities;

WHEREAS, the cushion and lifeline provided by the emergency work programs in the early 1930's and in the early 1960's remain relevant today.

IN VIEW OF THE FOREGOING, all members of the Cabinet are directed to draw up and prepare emergency work programs and doable and fundable livelihood projects within the following parameters:

1. The intended beneficiaries of these emergency work programs shall be the middle class, middle-low income class and the poorest of the poor;
2. Each program should be closely coordinated with the LGUs and non-government organizations in all regions and provinces, with the possibility of counterpart scheme being entertained;
3. All departments and national agencies are directed to **mobilize all their remaining resources**, including contingency funds, to finance the pro-poor programs;
4. The livelihood and job programs shall be prepared by factoring in the context and economic and social environment of each region;
5. To ensure efficiency in the execution of the programs, each department shall act as program steward of a particular region. Departments with frontline tasks of implementing poverty alleviation work and vital social overhead (DA, DOLE, DSWD, DPWH, DENR, DOTC, DOT, etc.) shall be program stewards to more than one region;
6. Exceptional technologies or products manufactured at the grass roots level on a small-scale basis that may be encountered in the drafting of programs shall be identified in a formal report so that niches for these can be found in the broader market.
7. In consultation with the Cabinet Secretaries concerned, the Presidential Management Staff shall propose to the Executive Secretary the assigned region or regions to a particular department. The steward concept shall result in effective monitoring of the program delivery and implementation.

All members of the Cabinet shall submit their respective proposed job and livelihood generating programs on or before October 28, 2008.

Manila, 23 October 2008.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 169

**AUTHORIZING PARTICIPATION IN THE 35th ANNIVERSARY CELEBRATION OF THE
CAREER EXECUTIVE SERVICE BOARD (CESB)**

The Career Executive Service Board (CESB) marks its 35th anniversary this November 2008, with the theme, “*Serbisyong CESO: “Pamumunong Tapat at Wasto para sa Progreso”*”.

All government agencies are encouraged to display banners/streamers following the attached design and specifications bearing the theme of the celebration.

As the theme for this month-long celebration underscores the value of an ideal and faithful service by senior civil servants in furtherance of progress, all Career Executive Service Officers (CESOs), CES Eligibles, and officials in the Career Executive Service (CES) are enjoined to actively participate in the following activities:

Date	Event/Activity	
November 7, 2008	Tree Planting & Thanksgiving Mass	
November 10, 2008	Simultaneous Flag-Raising Day	
November 12, 2008	Awarding of Gawad CES Winners & Oathtaking of CESOs	
November 24, 2008	CES Annual Dinner	

All heads of government agencies, departments, bureaus and offices, including government-owned and/or controlled corporations and their subsidiaries/units, and state universities and colleges shall authorize their respective officials and employees to attend and participate in the CES anniversary events **on official time**.

Expenses to be incurred by these officials and employees shall be allowed at prescribed rates in accordance with existing policies by the DBM and COA chargeable against the funds of the sending agencies/offices and subject to the usual accounting and auditing rules.

Manila, 04 November 2008

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 170

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE EMPLOYEES' WEEK ON DECEMBER 1 TO 7, 2008

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as National Government Employees' Week. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is ***"Going Beyond Public Office: A Call for Quality Public Service and Social Responsibility"***.

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFIs) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of National Government Employees' Week in coordination with other concerned agencies.

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 14 November, 2008

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG

MEMORANDUM CIRCULAR NO. 171

**ENJOINING THE OFFICIALS AND EMPLOYEES OF ALL GOVERNMENT OFFICES
INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS,
GOVERNMENT FINANCIAL INSTITUTIONS, STATE COLLEGES AND UNIVERSITIES,
LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES' ASSOCIATIONS TO
PARTICIPATE IN THE "LINGAP BARANGAY" PROJECT**

The Philippine Government Employees Association (PGEA) will launch **"LINGAP BARANGAY"**, a project whereby government agencies, through their employees' associations, unions, and cooperatives, are enjoined to adopt a "depressed barangay" for their charitable and social works.

There is a need to synchronize the socio-charitable efforts of the various agencies to attain maximum impact in improving the quality of life of the identified beneficiaries and to inculcate the essence of social responsibility to all government officials and employees.

In support of the social reform agenda of the government, all officials and employees of government departments, bureaus and offices, including government-owned and controlled corporations, government financial institutions, state colleges and universities, local government units and government employees' associations, are hereby enjoined to support and participate in meaningful community service, whether as participant or sponsor, of the **"LINGAP BARANGAY"** project, under the auspices of the PGEA and the National Social Welfare Group, created by virtue of Administrative Order No. 232, dated July 8, 2008.

This Memorandum Circular shall take effect immediately.

Manila, Philippines, NOV 28 2008

By authority of the President:

(SGD.) EDUARDO R. ERMITA

Executive Secretary

**Office of the President
of the Philippines
Malacañang**
MALACAÑANG RECORDS OFFICE
MEMORANDUM CIRCULAR NO. 172

Based on the records available on file and in the possession of Malacañang Records Office, Memorandum Circular No. 172 of Presidential Issuances of Gloria Macapagal Arroyo was certified by their office as a reserved number and that no original copy of this issuance was forwarded and released to them.

Malacañang Records Office. (2015). *[Memorandum : certification and official count of Presidential Issuances]*. Manila : Malacañang Records Office.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 173

**AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF ALL GOVERNMENT
LAWYERS IN THE COUNTRY (LUZON, VISAYAS AND MINDANAO) IN IBP's
12TH NATIONAL CONVENTION AND MCLE SEMINAR**

The Integrated Bar of the Philippines (IBP) will be holding its 12th National Convention and Mandatory Continuing Legal Education (MCLE) Seminar on March 26 to 28, 2009 at the Bacolod Pavillon Hotel & Resort, Reclamation Area, Bacolod City.

In this connection, all government lawyers in the country (Luzon, Visayas and Mindanao) are hereby authorized to attend the above-mentioned Convention and Seminar on official time, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

Manila, March 2, 2009.

MALACAÑANG
Manila

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 174

**ENJOINING ALL GOVERNMENT AGENCIES, INCLUDING GOVERNMENT OWNED
AND CONTROLLED CORPORATIONS, STATE UNIVERSITIES AND COLLEGES TO
SUPPORT THE PHILIPPINE GOVERNMENT EMPLOYEES ASSOCIATION'S PUBLIC
SECTOR AGENDA**

WHEREAS, the Government recognizes the important role of government employees in nation building.

WHEREAS, it is necessary that the needs of government employees, especially in the face of the present global economic crisis, be addressed in a manner that will improve and promote their social and economic welfare.

In view thereof, all government agencies, including Government Owned and Controlled Corporations, State Universities and Colleges are hereby enjoined to provide the following to their employees:

- shuttle service
- financial subsidy and other heeded support to make the Botika ng Bayan more accessible to them
- scholarships programs for their children with siblings
- PX mart that sell affordable commodities and the provision of its seed fund

The DOLE is hereby directed to monitor and to ensure the implementation of this Circular.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed thereto.

Done in the City of Manila, this 13th day MAY, in the year of Our Lord Two Thousand and Nine.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(Sgd.) **EDUARDO R. ERMITA**
Executive Secretary

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 175

DIRECTING ALL CABINET MEMBERS AND HEADS OF THEIR ATTACHED AGENCIES INCLUDING GOVERNMENT OWNED OR CONTROLLED CORPORATIONS (GOCCs), GOVERNMENT FINANCIAL INSTITUTIONS (GFIs), STATE UNIVERSITIES AND COLLEGES (SUCs), AND LOCAL GOVERNMENT UNITS (LGUs) TO ACTIVELY PARTICIPATE IN THE UNITED NATIONS CONVENTION AGAINST CORRUPTION (UNCAC) SUMMIT

The Philippines is a signatory to the United Nations Convention Against Corruption (UNCAC) which was ratified by the Philippine Senate in November 2006.

As a state party to the UNCAC and as part of its commitments to the 1st and 2nd Conference of State Parties (COSP), the Philippines is mandated to comply with its compliance review on the implementation of the UNCAC in the country.

The Multi-Sectoral Anti-Corruption Council (MSACC) led by the Office of the Ombudsman, and composed of the three branches of government, constitutional bodies, government financial institutions, academe, media, business, youth, inter-faith groups, non-government organizations and civil society organizations, as members, conducted a self-assessment on Philippine compliance with the UNCAC.

The Philippine Self-Assessment Report which is the result of the gap analysis conducted by the MSACC on the country's compliance with the UNCAC, as well as the Implementation Roadmap will be formally presented in the UNCAC Summit which will be hosted by the MSACC on May 27, 2009, 8:00 A.M.-12:00 noon at Meeting Rooms 3 & 4, Philippine International Convention Center (PICC), Roxas Blvd., Pasay City.

During the Summit, a Covenant to faithfully execute the Roadmap will likewise be signed by the Heads of the three branches of the government in the presence of MSACC's development partners and the diplomatic community.

Relative thereto, all Cabinet Members and Heads of their attached agencies including Government-Owned and Controlled Corporations, Government Financial Institutions, State Universities and Colleges, and Local Government Units are hereby directed to actively participate and give full support including the disbursements of funds from their respective budgets for the success of the UNCAC Summit.

For strict compliance.

Manila, May 22, 2009.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 176

REVOKING EXECUTIVE ORDER NO. 493

SECTION 1. Following the pronouncement of the President, Executive Order No. 493 dated 17 January 2006 creating the Inter-Agency Legal Action Group (IALAG) is hereby revoked;

SECTION 2. Executive official and employee can no longer make use of Executive Order No. 493 in the investigation, prosecution and monitoring of offenses relating to national security;

SECTION 3. This Memorandum Circular shall take effect immediately.

Manila, Philippines, May 15, 2009.

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 177

ENJOINING ALL CABINET MEMBERS AND HEADS OF THEIR ATTACHED AGENCIES, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, AND STATE UNIVERSITIES AND COLLEGES TO GIVE FULL SUPPORT AND PARTICIPATE IN THE “END HUNGER: WALK THE WORLD 2009”

The World Food Programme (WFP) of the United Nations will be spearheading the conduct of “End Hunger: Walk the World 2009” to be dubbed locally as “Isang Hakbang Pilipinas ’09” to be held on **June 7, 2009** from **6:00 AM to 10:00 AM** at the **Rajah Sulayman Park, Roxas Boulevard, Manila**, with starting points at Baywalk by the Manila Yacht Club, and Baywalk by the US Embassy.

The event shall occur in 24 time zones within 24 hours around the globe, bringing awareness to the issue of child hunger and raising funds for school-feeding activities of WFP.

WFP has been working in the Philippines since 2006, feeding more than 200,000 children through school-feeding programme in conflict-affected areas of Mindanao. This year, the proceeds of the fund-raising event will be devoted to 71,000 school children in 427 schools in North Cotabato and Sultan Kudarat.

The activity is favorably endorsed by the National Youth Commission (NYC) per Resolution No. 84, dated 8 May 2008.

In this regard, all Cabinet Members and Heads of their attached agencies including Government-Owned and/or Controlled Corporations, Government Financial Institutions and State Universities and Colleges are hereby enjoined to give full support and actively participate in the “End Hunger: Walk the World 2009” to be dubbed locally as “Isang Hakbang Pilipinas ’09”, under any of the following sponsorship package, chargeable against their respective funds:

1.	Platinum Sponsor	—	P500,000.00 minimum
2.	Gold Sponsor	—	P100,000.00 minimum
3.	Silver Sponsor	—	P50,000.00 minimum
4.	Bronze Sponsor	—	P10,000.00 minimum
5.	Employee Engagement Package	-	P7,500.00 minimum or 50 individuals/participant

For coordination, you may contact WFP directly through telephone numbers 750-2561 and 894-2730.

Let us be counted in this global initiative to counter child hunger.

(Sgd.) **EDUARDO R. ERMITA**
Executive Secretary

Manila, 05 June 2009.

Source: **CDAsia**

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 177-A

The World Food Programme of the United Nations spearheaded the event called “End Hunger: Walk the World 2009” dubbed locally as “*Isang Hakbang Pilipinas 09*.” The one day event was held on 07 June 2009 at the Rajah Sulayman, Roxas Boulevard, Manila.

As a sign of government support, Memorandum Circular No. 177 (s. 2009) was issued to enjoin all Cabinet Members and heads of their attached agencies, government-owned and/or controlled corporations, government financial institutions, and state universities and colleges to actively participate in the said event.

Having already achieved its purpose, the provisions of Memorandum Circular No. 177 (s. 2009) shall no longer be effective after **07 June 2009**.

(SGD.) EDUARDO R. ERMITA

Executive Secretary

Manila, 08 June 2009

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 178

Upon the recommendation of the National Disaster Coordinating Council (NDCC) and in view of the continuing inclement weather brought about by typhoon “Isang”, work in government offices in areas under Public Storm Warning Signal Numbers 2 and 1, including the National Capital Region and nearby provinces is hereby suspended today, Friday, 17 July 2009.

However, those agencies whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital public services shall continue with their operations and render the necessary services.

This Circular shall take effect immediately.

Manila, July 17, 2009.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 179

ENJOINING ALL CABINET MEMBERS AND HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO OBSERVE THE INTERNATIONAL HUMANITARIAN LAW (IHL) DAY ON AUGUST 12, 2009 AND ACTIVELY SUPPORT AND PARTICIPATE IN THE ACTIVITIES RELATIVE THERETO

Pursuant to Executive Order No. 134 dated July 31, 1999, all Cabinet Members and heads of government-owned and controlled corporations (GOCCs) are enjoined to support the initiatives lined up for the observance of the International Humanitarian Law (IHL) Day on August 12, 2009. The theme for this year's observance is "Geneva Conventions: Pagiging Makatao sa Gitna ng Hidwaan".

Another significantly related event on August 12, 2009, is the world-wide observance of the 60th Anniversary of the 1949 Geneva Conventions, which is the most universally accepted IHL treaty in the world for having been acceded to or ratified by 194 countries.

In particular, you are hereby enjoined to undertake any, or a combination, of the following activities:

1. During your flag ceremony on August 10, 2009 (Monday), give a brief message on the significance of the 1949 Geneva Conventions. Please find the attached Fact Sheet for your reference;
2. Create a human formation of the letters "IHL" on office grounds by your personnel, or on school grounds by high school/college students after the flag ceremony on August 10, 2009, or in the morning of August 12, 2009. Please refer to the attached sample design of the IHL formation;
3. Mobilize your personnel to join the 2009 Walk for Humanity on August 15, 2009 (Saturday), which will simultaneously start at 3 o'clock in the afternoon at the regional centers nationwide, to be lead by the Philippine National Red Cross (PNRC) in partnership with the Department of Education (DepEd), Department of Foreign Affairs (DFA), Commission on Higher Education (CHED), and Armed Forces of the Philippines (AFP) and their respective regional offices;
4. Conduct a voluntary blood-letting activity in coordination with the Philippine National Red Cross (PNRC) either on the IHL Day itself (August 12, 2009) or any day in August 2009;
5. Campaign for the proper use of the Red Cross logo by removing its symbol or any imitation thereof on ambulances, signages, first aid kits, etc. Under Republic Act 95, as amended, and the 1949 Geneva Conventions, only members of the Red Cross Movement and the AFP Medical Services may use the symbol;
6. Publicize the observance of IHL Day and the 60th Anniversary of the 1949 Geneva Conventions by the Philippine Information Agency (PIA) and their regional counterparts and other government media stations, and put up streamers in conspicuous area in your respective offices. Please refer to the attached design;
7. Administer seminars in coordination with PNRC and International Committee of the Red Cross (ICRC).

Furthermore, you are encouraged to provide other support that may be deemed necessary to make the celebration more meaningful.

The DFA and the DND, in cooperation with PNRC and ICRC, shall spearhead the implementation of the activities lined up for this celebration, and carry out the necessary coordination among the participating government agencies, bureaus, and GOCCs. Concerned regional offices are likewise urged to hold similar meetings.

As the Chairman of this year's observance, the Secretary of Foreign Affairs shall submit a report to the President, through the Executive Secretary, on the conduct of IHL Day activities. Other Cabinet Members and Heads of GOCCs shall submit their narrative report and photographs to the DFA for consolidation.

This Memorandum Circular shall take effect immediately.

Manila, Philippines, August 6, 2009.

ATTACHMENT

Fact Sheet: The 1949 Four Geneva Conventions

Sixty (60) years ago on August 12, 1949, an international conference of diplomats built on the earlier treaties for the protection of war victims, updating them into four new conventions comprising 429 articles of law, and known as the Geneva Conventions of August 12, 1949. These treaties apply in during international armed conflicts and non-international armed conflicts.

Nations that ratify the Geneva Conventions must abide by certain humanitarian principles and impose legal sanctions against those who violate them. Ratifying nations must "enact any legislation necessary to provide effective penal sanctions for persons committing or ordering to be committed any of the grave breaches (violations)" of the Conventions.

Presently, the 1949 Geneva Conventions is the most widely accepted worldwide with 194 countries having ratified or acceded to the treaty. The Republic of the Philippines ratified the same in 1952.

Certain provision of the Geneva Conventions can be seen in Philippine domestic law particularly Republic Act 95 (as amended) the Charter of the Philippine National Red Cross, Republic Act 7610 for the Protection of Children and the Indigenous People's Right Act.

Pending in the Philippine Congress now are bills to penalize serious violations of the Geneva Conventions and also the unauthorized use of the Red Cross, Red Crescent and Red Crystal emblems.

In recent and ongoing armed conflicts in Afghanistan, Iraq, Georgia, Sri Lanka, Nepal and even the Philippines, warring parties are obliged under the treaty to protect the victims of the conflict.

The First Geneva Convention protects soldiers who are hors de combat (out of the battle). The 64 articles of the treaty details their application to:

- Wounded and sick soldiers.
- Medical personnel, facilities, and equipment.
- Wounded and sick civilian support personnel accompanying the armed forces.

The Second Geneva Convention adapts the protections of the First Geneva Convention to reflect conditions at sea. It protects wounded and sick combatants while on board ship or at sea. Its 63 articles apply to —

- Armed forces members who are wounded, sick, or shipwrecked.

- Hospital ships and medical personnel.

The Third Geneva Convention sets out specific rules for the treatment of prisoners of war (POWs). The Convention's 143 articles require that POWs be treated humanely, adequately housed, and receive sufficient food, clothing, and medical care. Prisoners of war may include —

- Members of the armed forces.
- Resistance movements.

The Fourth Geneva Convention has 159 articles which enumerates how to protect civilians in areas of armed conflict and occupied territories.

Common Article 3 for Non-International Armed Conflicts

All four Geneva Conventions contain an identical Article 3 extending general coverage to non-international conflicts. Under this article, those who have put down their arms or are out of the conflict due to injury or sickness must be treated humanely, without any adverse discrimination based on race, color, religion, sex, social status, or wealth, or any other such criteria. Article 3 specifically prohibits —

- “Violence to life and person, in particular murder of all kinds, mutilation, cruel treatment and torture;
- Taking of hostages;
- Outrages upon personal dignity, in particular, humiliating and degrading treatment;
- The passing of sentences and the carrying out of executions without previous judgment pronounced by a regularly constituted court, affording all the judicial guarantees which are recognized as indispensable by civilized peoples.”

The wounded and sick are also to be collected and cared for. The ICRC or other impartial humanitarian body may offer its services.

Note: The number of people can be increased/decreased depending on the capacity of agencies/schools/organizations and the size of the letters will adjust accordingly.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 180

AFFIRMING THE PRINTING JURISDICTION OF THE NATIONAL PRINTING OFFICE

WHEREAS, Section 6 of Executive Order (EO) No. 285, issued on July 25, 1987, created the National Printing Office (NPO) out of the merger of the Government Printing Office and the relevant printing units of the Philippine Information Agency (PIA);

WHEREAS, the same Executive Order mandated that the NPO shall have exclusive jurisdiction over the following: (a) printing, binding and distribution of all standard and accountable forms of national, provincial, city and municipal governments, including government corporations; (b) printing of official ballots; (c) printing of public documents such as the Official Gazette, General Appropriations Act, Philippine Reports, and development information materials of the PIA;

WHEREAS, Executive Order No. 378 was issued on October 25, 2004, amending Section 6 of EO 285 by removing the exclusive jurisdiction of the NPO over the printing service requirements of government agencies and instrumentalities under conditions provided therein, except in the printing of election paraphernalia which it could share with the Bangko Sentral ng Pilipinas upon the discretion of the Commission on Elections, consistent with pertinent provisions of law;

WHEREAS, with respect to accountable forms with money value and other specialized accountable forms of the requisitioning office or agency, Memorandum Order No. 38, series 1998, prescribed specific guidelines in the contracting by the NPO of the printing services of accredited private security printers in order to effectively monitor and safeguard the quality and integrity of such accountable forms;

WHEREAS, election laws prescribe that official ballots and other accountable election forms shall be printed exclusively by the National Printing Office and/or the Bangko Sentral ng Pilipinas under proper security measures which the Commission shall provide;

WHEREAS, the General Appropriations Act requires government agencies and instrumentalities to secure the prior waiver of the NPO in engaging private printers for the printing of accountable forms;

WHEREAS, there is a need to consolidate the related provisions of laws and issuances in order to clarify the jurisdiction of the National Printing Office, as well as the procedures in the printing of government accountable forms, in order to efficiently and effectively accomplish the delivery of the public services;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the power vested in me by law, do hereby order:

SECTION 1. General Mandate. — The National Printing Office (NPO) shall continue to be the primary and main provider of printing services to national, provincial, city and municipal governments, agencies and instrumentalities, including government corporations, as mandated by law, subject to the qualifications prescribed herein.

SECTION 2. Printing of accountable forms with money value and specialized accountable forms. The NPO shall have exclusive jurisdiction over the printing of accountable forms with money value and specialized accountable forms of the requisitioning office or agency, subject to the following guidelines:

a. All requisitions for the printing of accountable forms with money value and those which are specially designed for the agency's requirements shall be submitted to the NPO.

b. The NPO shall fill in the requisition and perform the printing job. If it is incapable of undertaking the job within thirty (30) days from submission, taking into consideration the target completion time of the requisitioning office, the NPO shall immediately conduct a public bidding to be participated in by NPO-accredited private security printers only, and the printing job shall be awarded in accordance with the relevant procurement law, rules and regulations.

c. The printing of the requested forms shall be done under the strict control and supervision of the NPO and in the presence of its representative together with representatives from the Commission on Audit and from the requisitioning agency.

d. The NPO shall be the sole distributor of all the forms printed by the accredited security printers which will be paid by the NPO for the services they have rendered.

e. All flats, cuts and types used for the specific printing job shall be surrendered to the requisitioning office or agency after the completion of the printing job.

SECTION 3. Printing of official ballots and other accountable election forms. Official ballots and other accountable election forms and paraphernalia shall be printed exclusively by the National Printing Office and/or the Bangko Sentral ng Pilipinas under proper security measures which the Commission on Elections shall provide and other conditions prescribed by law; Provided That, if the NPO cannot meet the printing requirements of the Commission, it shall promptly issue the corresponding certification so that the latter may contract the services of private printers as provided by law.

SECTION 4. Other standard and accountable forms. With respect to the printing of official standard and accountable forms other than those specified under Sections 2 and 3 above, government agencies, instrumentalities and corporations may source their printing services outside the NPO provided that:

a. The printing services to be provided by the private sector is superior in quality and at a lower cost than that offered by the NPO, and

b. The private printing provider is flexible in terms of meeting the target completion time of the government agency

Provided further that, in tapping private providers in the printing of accountable and standard forms, government agencies, instrumentalities and corporations shall adhere to the guidelines and safeguards prescribed by the Director General of the Philippine Information Agency;

Provided, finally, that prior written waiver by the NPO should be secured by the requisitioning office before it commences the proper procedure in contracting the services of private printers; said waiver, if warranted, shall be promptly issued by the NPO, taking into consideration the target completion time of the requisitioning office.

SECTION 5. Public Documents. — The NPO retains exclusive printing jurisdiction over public documents such as the Official Gazette, General Appropriations Act, Philippine Reports, and development information materials of the Philippine Information Agency.

SECTION 6. Other Government Printing Jobs. — The NPO may also accept other government printing jobs, including government publications, aside from those enumerated above, but not in an exclusive basis.

SECTION 7. All executive issuances, orders, rules and regulations which are inconsistent with this Memorandum Circular are hereby revoked, amended or modified accordingly.

SECTION 8. This Circular shall take effect upon its publication in a newspaper of general circulation.

DONE in the City of Manila, this 13th day of August, in the year of Our Lord, Two Thousand and Nine.

Published in the Philippine Star on August 20, 2009 and in the Official Gazette, Vol. 105, No. 34, p. 5119 on August 24, 2009.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 181

AUTHORIZING THE PARTICIPATION ON OFFICIAL TRAVEL OF PROFESSIONAL FORESTERS IN GOVERNMENT AGENCIES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, LOCAL GOVERNMENT UNITS, AND STATE COLLEGES AND UNIVERSITIES IN THE 61ST NATIONAL CONVENTION AND FORUM OF THE SOCIETY OF FILIPINO FORESTERS, INC.

The Society of Filipino Foresters, Inc. (SFFI) will hold its 61st Anniversary and National Convention and Forum on November 5 to 7, 2009 at the Manila Grand Opera Hotel, Rizal Avenue corner Doroteo Jose Street, Manila, with the theme “Sustainable Forests: Key to Climate Change Adaptation and Biodiversity Conservation”.

The gathering will serve as a venue for Professional Foresters to take part in national and global efforts to address the adverse impacts of climate change and promote biodiversity conservation. Likewise, they are expected to develop strategies that may be adopted by both government and private sectors in climate change adaptation and biodiversity conservation.

In this regard, Professional Foresters in government agencies, government-owned and controlled corporations, local government units and state colleges and universities are hereby authorized to attend the above-mentioned convention and forum on official travel subject to the availability of funds from their respective offices and provided that such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

Manila, September 12, 2009.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 182

**AUTHORIZING PARTICIPATION IN THE 2009 ANNUAL CAREER EXECUTIVE
SERVICE NATIONAL CONFERENCE**

The Career Executive Service Board (CESB) in partnership with the National Union of Career Executive Service Officers (NUCESO) will hold the 2009 Annual Career Executive Service (CES) National Conference on November 10-13, 2009 in Iloilo City. This year's annual conference theme is "From BAC to Basics of Strategic Management: Meeting CES Leadership Challenges".

The annual CES conference provides a platform for discussing critical issues of common concern, renewing ties and linkages, sharing and learning from best practice experiences, ideas and inspiring stories among the members of the CES.

The conference will consist of plenary sessions and multi-track learning seminars to impart relevant frameworks, fundamental tools, systems and innovative ideas for enhancing CESO performance and effectiveness on the job. A number of special events will also be staged within the Conference program which shall include the Annual Testimonial Dinner.

The conference fee is P7,500.00 per participant, inclusive of hotel accommodation, meals and conference materials. Conference participants may charge said fee and their travel expenses against the funds of their respective agencies in accordance with the existing policies by the Department of Budget and Management and Commission on Audit. Since the conduct of this conference is considered a core function of the CESB, the same is not subject to the provisions of Administrative Order No. 103 dated August 31, 2004.

All heads of government agencies, departments, bureaus and offices, including government-owned and/or controlled corporations and their subsidiaries/units, and state universities and colleges shall authorize their respective officials and employees to attend and participate in the 2009 Annual CES National Conference on official business.

Manila, Philippines, October 12, 2009.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 183

**OBSERVANCE OF THE NATIONAL WEEK FOR OVERCOMING EXTREME POVERTY
AND PARTICIPATION IN THE “STAND UNITED, FIGHT POVERTY” GLOBAL
CAMPAIGN**

WHEREAS, Presidential Proclamation 717, Series of 2004, has declared October 17 to 23 of every year as the “National Week for Overcoming Extreme Poverty (NWOEP)”;

WHEREAS, Presidential Proclamation No. 269, Series of 1993, has declared October 17 each year as the “National Day for Overcoming Extreme Poverty”;

WHEREAS, the NWOEP aims “to unite and gather the support of all sectors of society — national government agencies, local government units, civil society organizations, private sector and the poor communities themselves — in the fight against extreme poverty”;

WHEREAS, since three years ago, the United Nations has staged “Stand Up, Take Action” global campaigns which aimed to create awareness and encourage millions of people in various countries, including the Philippines, to take action against poverty;

WHEREAS, the Philippines has distinguished itself in these campaigns by setting a world record in people participation last year, and intends to continue topping the same this year;

WHEREAS, this year, the same global campaign has been localized by the UN System in the Philippines to read “Stand United, Fight Poverty” and aims to foster stronger stakeholder demand for policies that would ensure the attainment of the four (4) Millennium Development Goals (MDG), that currently have the least prospect of being attained by 2015, namely: MDG 1: Eradicate extreme poverty and hunger, MDG 2: Achieve universal primary education, MDG 4: Improve maternal health, and MDG 6: Combat HIV/AIDS, malaria and other diseases;

IN VIEW OF THE FOREGOING, all government agencies, including Local Government Units, are hereby directed to observe the NWOEP by participating in, or staging, activities that have the greatest impacts in generating awareness for, and commitments in the fight against poverty, and in consideration of the SUFP, participate in the preparation and conduct of the same activities from October 16-18, 2009, specially those focused on the four MDGs stated above, including but not limited to the MDG motorcade, wreath-laying ceremony at the Commemorative Stone for Victims of Poverty, and the National People’s Day Fair on October 17, 2009 at the Luneta Park. Moreover, they are hereby directed to take guidance from, and follow the lead of, the National Anti-Poverty Commission.

Manila, Philippines, October 13, 2009.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 184

**DIRECTING ALL DEPARTMENTS, BUREAUS, OFFICES AND INSTRUMENTALITIES OF
THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS TO USE TEN PERCENT (10%) BY VOLUME BIOETHANOL IN THEIR
GASOLINE REQUIREMENTS**

WHEREAS, under Section 2 (a) of R.A. No. 7638, known as the “Department of Energy Act of 1992”, it is declared the policy of the State to ensure a continuous, adequate and economic supply of energy with the end in view of ultimately achieving self-reliance in the country’s energy requirements through the integrated and intensive exploration, production, management and development of the country’s indigenous energy resources without sacrificing ecological concerns;

WHEREAS, under Sections 2 and 4 (a) of R.A. No. 8749, known as “The Philippine Clean Air Act (PCAA) of 1999”, it is declared the policy of the State to protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature and recognize the citizen’s right to breathe clean air;

WHEREAS, Republic Act No. 9367 or the “Biofuels Act of 2006” was passed in 2006 as a measure to “ensure the availability of alternative and renewable clean energy, without any detriment to the natural ecosystem, biodiversity and food reserves of the country”, thereby mandating a “minimum ten percent (10%) blend of bioethanol by volume (Sec. 5.2)”;

WHEREAS, the Government is a major user of motor vehicles operating on gasoline fuel;

WHEREAS, the bioethanol blended with petroleum gasoline fuel can reduce harmful emissions and carbon monoxide thereby improving air quality;

WHEREAS, the World-wide Fuel Charter permits the blend of bioethanol up to ten percent (10%) by volume;

WHEREAS, the use of bioethanol in the petroleum industry will reinvigorate the Philippine sugar industry through the creation of a new domestic market and increased productivity, thereby improving the lives of sugarcane farmers;

WHEREAS, ten percent (10%) bioethanol blended gasoline fuel is available in the gasoline retail stations nationwide.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. All departments, bureaus, offices and instrumentalities of the Government, including government-owned and controlled corporations, are hereby directed to strictly purchase E10 blended gasoline fuel from oil companies/gas stations as fuel for their motor vehicles operating on gasoline fuel.

SECTION 2. The DOE, in coordination with the concerned government agencies, shall formulate and issue the necessary implementing rules and regulations within thirty (30) days after the effectivity of this Circular.

SECTION 3. All departments, bureaus, offices and instrumentalities of the Government, including government-owned and controlled corporations are hereby directed to provide the necessary resources to be utilized to implement the utilization of E10 blended gasoline fuel, subject to existing auditing and accounting rules and regulations.

SECTION 4. The DOE shall conduct information, education and communication (IEC) activities to induce public awareness, identify the concerns of stakeholders on the use of E10 blended gasoline fuel and take the necessary steps in order to address them.

SECTION 5. All departments, bureaus, offices and instrumentalities of the Government, including GOCCs, shall issue internal directive in their respective offices implementing this Circular not later than one (1) month after the effectivity thereof, copy of which shall be furnished to the Office of the President and the Department of Energy.

SECTION 6. All orders, issuances, rules and regulations or parts thereof, which are inconsistent with this Circular are hereby repealed or modified accordingly.

SECTION 7. If for any reason or reasons, any part of this Circular is declared unconstitutional or invalid, the validity of the other provisions shall not be affected by such declaration.

SECTION 8. This Memorandum Circular shall take effect fifteen (15) days after its publication in at least two (2) newspapers of general circulation.

DONE in the City of Manila, this 26th day of October, in the year of Our Lord, Two Thousand and Nine.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 185

ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES, AS WELL AS LOCAL GOVERNMENT UNITS AND GOVERNMENT EMPLOYEES ORGANIZATIONS TO OBSERVE EMPLOYEES' WEEK ON NOVEMBER 30 TO DECEMBER 6, 2009

Pursuant to Proclamation No. 1130 dated November 11, 1997, the first week of December of every year has been declared as National Government Employees' Week. The proclamation aims to recognize the invaluable services rendered by deserving government employees and to underscore their contribution to nation building. For this year's celebration, the theme is "Paglingap sa Kalikasan Tungkulin ng Bawat Kawani ng Pamahalaan".

In this regard, officials and employees in all departments, bureaus and agencies of the national government, including government-owned and controlled corporations (GOCCs), government financial institutions (GFIs) and state universities and colleges, as well as local government units and government employees organizations are hereby enjoined to observe and participate in appropriate activities for a meaningful observance and celebration of National Government Employees' Week in coordination with other concerned agencies.

Manila, Philippines, November 4, 2009.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 186

**ENJOINING OFFICIALS AND EMPLOYEES IN ALL DEPARTMENTS, AGENCIES AND
INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, TO ACTIVELY
PARTICIPATE IN THE OBSERVANCE OF “GLOBAL WARMING AND CLIMATE
CHANGE CONSCIOUSNESS WEEK” ON NOVEMBER 19 TO 25, 2009**

Pursuant to Proclamation No. 1667, dated November 18, 2008, the period November 19 to 25, 2008 and every year thereafter has been declared as the “Global Warming and Climate Change Consciousness Week”. The Proclamation aims to create awareness on global warming and climate change by pursuing broad and intensive information and educational campaign to inform the general public the awesome and terrifying consequences of this phenomenon and to secure the collective cooperation of our citizens, as well as the collective action of private and public sectors at all levels in finding solutions to this concern.

Relative thereto, the Office of the Presidential Adviser on Global Warming and Climate Change (OPACC), in cooperation with the Presidential Task Force on Climate Change (PTFCC) shall spearhead the observance of the “Global Warming and Climate Change Consciousness Week” from November 19 to 25, 2009.

All government offices, agencies and instrumentalities, including government-owned and controlled corporations are hereby enjoined to participate and help in the awareness campaign on climate change through the following activities:

1. Convening of a National Organizing Committee for the observance of “Global Warming and Climate Change Consciousness Week” to be headed by OPACC, with PTFCC Task Groups (DENR, DOE, DA, DOST, DOTC, DEPED, DILG, DPWH, DOH, DFA, NEDA, PIA, PAGASA, CHED, TESDA, NWRB, LMP, LCP) as committee members, including other relevant government agencies, especially media organizations with OPS-PIA (government TV stations NBN-4, RPN-9, IBC-13, Radyo ng Bayan) with the support of KBP.
2. Holding of the Friday Climate Change Briefing with President Arroyo as a “Media Summit on Climate Change”, developed into a national telethon over government TV stations, for a National Action Agenda on Climate Change Mitigation and Adaptation.
3. Active participation in all activities/events for the week, from November 19-25, 2009, organized by OPACC and the PTFCC Task Groups, as well as initiatives in the private sector.
4. Conduct separate climate change activities (e.g., fora; lectures; film showing; tree planting; painting, poetry and poster contests and other similar activities) in respective government agencies throughout the week, with the special participation of the Cabinet Cluster on Education (DEPED, CHED, and TESDA) and the National Commission for Culture and the Arts (NCCA).
5. Display “Global Warming and Climate Change Consciousness Week” banners/tarpaulins in all government offices and GOCCs to drum-up public support for the week-long activities.

This Memorandum Circular shall take effect immediately.

Manila, Philippines, November 12, 2009.

OFFICE OF THE PRESIDENT

OF THE PHILIPPINES

MALACAÑANG, MANILA

MEMORANDUM CIRCULAR NO. 187

**ENJOINING ALL CABINET MEMBERS AND THEIR ATTACHED AGENCIES AND
HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO
PARTICIPATE IN AND GIVE FULL SUPPORT TO THE PUBLIC FORUM ON
“LEADERSHIP IN GOVERNANCE REFORMS: SETTING THE TONE FROM THE TOP”
ON DECEMBER 9, 2009 AT THE PHILIPPINE INTERNATIONAL CONVENTION CENTER
(PICC)**

The Multi-Sectoral Anti-Corruption Council (MSACC) will be holding a Public Forum on “Leadership in Governance Reforms: Setting the Tone from the Top” on December 9, 2009, 8:00 a.m.-12:00 noon at the Philippine International Convention Center (PICC), Meeting Rooms 1 & 2, CCP Complex, Roxas Blvd., Pasay City.

The forum aims to celebrate some gains in governance reforms in selected national agencies and local government units. This will be attended by various stakeholders from the public and private sectors and civil society.

In this regard, all departments and their attached agencies including government-owned and controlled corporations, government financial institutions and local government units are hereby enjoined to actively participate and give full support to the said forum by sending a delegation of ten (10) personnel per agency to be headed by a senior official. Funds to cover the expenses including snacks for the participants shall be charged against the agency budget, subject to availability thereof and applicable accounting and auditing rules and regulations.

You may coordinate with NACPA Secretariat, Office of the Ombudsman, c/o Ms. Zaza Altez or Teena Cabrera, at Telephone Nos. 929-3159 or 426-7748. They shall undertake the necessary coordination nationwide on the participation of government agencies.

Manila, December 3, 2009.

(SGD.) EDUARDO R. ERMITA

EXECUTIVE SECRETARY

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 188

**DIRECTING THE CABINET OFFICERS FOR REGIONAL DEVELOPMENT AND
PRESIDENTIAL ASSISTANTS TO INSPECT, MONITOR AND EVALUATE THE
NATIONAL GOVERNMENT ASSISTANCE TO TOBACCO-PRODUCING LGUS**

WHEREAS, Section 8 of Republic Act (RA) No. 8240, as amended by RA Nos. 8424 and 9337, provides that 15% of the incremental revenue collected from the excise tax on tobacco products shall be allocated and divided among the provinces producing burley and native tobacco in accordance with the volume of tobacco leaf production;

WHEREAS, RA 7171, as amended, extends financial support from the proceeds of 15% of the excise taxes on locally manufactured Virginia-type of cigarettes, to be divided among the beneficiary provinces *pro-rata* according to the volume of Virginia tobacco production;

WHEREAS, Executive Order (EO) No. 843 (s. 2009) authorized the release of the 15% share of beneficiary LGUs consisting of provinces, cities and municipalities producing burley and native tobacco in the total incremental revenue collected from the excise tax on tobacco products accumulated from 1997 to 2007;

WHEREAS, EO 846 (s. 2009) authorized the monetization of the unappropriated and unreleased share of LGU-producing Virginia Tobacco from the 15% excise tax collection on locally manufactured Virginia-type cigarettes for the calendar years 2002 to 2009;

WHEREAS, Presidential Memorandum Circular (MC) No. 61 (s. 1993), as amended by MC Nos. 61-A (s. 1993) and 41 (s. 1999), was issued to establish the guidelines for the effective implementation of RA 7171, as amended;

WHEREAS, the Department of Budget and Management (DBM), the Bureau of Internal Revenue (BIR) and the National Tobacco Administration (NTA) have issued Joint Circular No. 2009-1 and 2001-1A providing for guidelines and procedures on the release of the share of LGU-producing burley and native tobacco products from 15% of the incremental revenue collected from the excise tax on tobacco products; and

WHEREAS, there is a need to establish an inspection, monitoring and evaluation mechanism within the Executive Branch to ensure the proper utilization of the financial assistance granted to LGU-beneficiaries producing burley and native tobacco and or Virginia-type tobacco, in accordance with the objectives set forth by law.

NOW, THEREFORE, I, EXECUTIVE SECRETARY EDUARDO R. ERMITA, BY AUTHORITY OF HER EXCELLENCY, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, do hereby order:

SECTION 1. *Additional mandate.* – The Cabinet Officers for Regional Development (CORD) established under Administrative Order No. 234 (s. 2008) and the Presidential Assistants (PAs) are hereby directed to inspect, monitor and evaluate the utilization of the financial assistance granted by the National Government to tobacco-producing LGUs in their respective jurisdictions, to ensure that the same is utilized in accordance with the provisions of existing laws, rules and regulations.

SECTION 2. *Reportorial requirements.* – The CORD and/or PAs are directed to submit monthly compliance/progress reports on the matter to the Executive Secretary, through the Presidential Management Staff.

SECTION 3. *Inter-Agency Support.* – All departments, agencies and bureaus, offices, instrumentalities, and Government-owned and/or Controlled Corporations (GOCC), especially Landbank of the Philippines, are enjoined to extend full assistance and cooperation, and provide necessary, relevant and timely information to the CORD and PAs in the performance of the abovementioned additional mandate.

SECTION 4. *Separability Clause.* – All orders, rules and regulations, and issuances or parts thereof which are inconsistent with this Order are hereby repealed, amended or modified accordingly.

SECTION 5. *Effectivity.* – This Order shall take effect immediately.

DONE in the City of Manila, this 26th day of February, in the year of Our Lord, Two Thousand and Ten.

(SGD.) EDUARDO R. ERMITA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 189

ENJOINING ALL BARANGAY COUNCILORS TO PARTICIPATE IN AND GIVE FULL SUPPORT TO THE SERIES OF ISLAND-WIDE AND REGIONAL CONGRESSES OF THE BARANGAY COUNCILORS LEAGUE OF THE PHILIPPINES

WHEREAS, the Barangay Councilors League of the Philippines (BCLP) will hold their series of Island-Wide and Regional Congresses from April 2010 to May 2011 at the various regions of the country;

WHEREAS, the activity aims to heighten the advocacy for the promotion of sustainable programs to be provided with opportunities to fill the consciousness of Barangay Legislative works and agenda, and to share the best practices on Local Government Unit (LGU) programs on Barangay Legislation;

WHEREAS, as a continuing effort of providing capacity-building activities, the BCLP, in coordination with its partners, will conduct these programs towards strengthening and institutionalizing the BCLP;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order that all departments, local government units and barangays are hereby enjoined and encouraged to actively participate and give full support to the said activities by sending delegation and allowing their Sangguniang Barangay Members to participate therein.

The payment of applicable traveling expenses, registration fees, and necessary congress expenses, if any, may be authorized chargeable against local funds, subject to the availability thereof, and the usual accounting and auditing rules and regulations and other pertinent applicable laws.

DONE in the City of Manila, this 15th day of March, in the year of Our Lord, Two Thousand and Ten.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) LEANDRO R. MENDOZA

Executive Secretary

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 189

ENJOINING ALL BARANGAY COUNCILORS TO PARTICIPATE IN AND GIVE FULL SUPPORT TO THE SERIES OF ISLAND-WIDE AND REGIONAL CONGRESSES OF THE BARANGAY COUNCILORS LEAGUE OF THE PHILIPPINES

WHEREAS, the Barangay Councilors League of the Philippines (BCLP) will hold their series of Island-Wide and Regional Congresses from April 2010 to May 2011 at the various regions of the country;

WHEREAS, the activity aims to heighten the advocacy for the promotion of sustainable programs to be provided with opportunities to fill the consciousness of Barangay Legislative works and agenda, and to share the best practices on Local Government Unit (LGU) programs on Barangay Legislation;

WHEREAS, as a continuing effort of providing capacity-building activities, the BCLP, in coordination with its partners, will conduct these programs towards strengthening and institutionalizing the BCLP;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order that all departments, local government units and barangays are hereby enjoined and encouraged to actively participate and give full support to the said activities by sending delegation and allowing their Sangguniang Barangay Members to participate therein.

The payment of applicable traveling expenses, registration fees, and necessary congress expenses, if any, may be authorized chargeable against local funds, subject to the availability thereof, and the usual accounting and auditing rules and regulations and other pertinent applicable laws.

DONE in the City of Manila, this 15th day of March, in the year of Our Lord, Two Thousand and Ten.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(SGD.) LEANDRO R. MENDOZA

Executive Secretary

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 190

In order to give the people the full and uninterrupted opportunity to ponder the significance of the Holy Week and to properly observe its traditions with religious fervor, work in all government offices, including government-owned and controlled corporations, will be suspended today, March 31, 2010 at 12:00 noon. Government agencies performing vital functions shall, however, maintain a skeletal work force to ensure delivery of services and continuity of their operations.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **LEANDRO R. MENDOZA**
Executive Secretary

Manila, March 31, 2010

Source: **CDAasia**

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 191

AUTHORIZING THE PARTICIPATION ON OFFICIAL TIME OF MECHANICAL ENGINEERS IN VARIOUS GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS, STATE COLLEGES AND UNIVERSITIES AND GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS IN THE 9th NATIONAL MID-YEAR CONVENTION OF THE PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS

The Philippine Society of Mechanical Engineers (PSME), will hold its 9th National Mid-Year National Convention on April 29 to May 1, 2010 at Naga, Camarines Sur.

In this connection, Mechanical Engineers in various government agencies and local government units, state colleges and universities and government-owned and controlled corporations are hereby authorized to attend the above-mentioned Convention **on official time only**, at no cost to the government except payment of their salaries, provided such attendance will not adversely affect the functions of their respective offices as well as the delivery of services to the public.

By authority of the President:

(SGD.) LEANDRO R. MENDOZA

Executive Secretary

Manila, April 19, 2010

MALACAÑANG

MANILA

MEMORANDUM CIRCULAR NO. 192

AUTHORIZING ATTENDANCE TO THE 1st EXECUTIVE CONFERENCE ON NATIONAL SECURITY OF THE NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

Anent the upcoming 1st Executive Conference on National Security of the National Defense College of the Philippines on April 30, 2010 at the Diamond Hotel, Manila, alumni of the Executive Course on National Security (ECNS) who are in the government sector are hereby allowed to attend said event on Official Business, provided that there will be no cost or expenditure on the part of the government offices concerned in terms of fees or travel allowances, which must be borne by the attendees.

By authority of the President:

(SGD.) LEANDRO R. MENDOZA

Executive Secretary

Manila, 21 April 2010

**MALACAÑAN PALACE
MANILA**

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 193

ENJOYING ALL CABINET MEMBERS AND HEADS OF THEIR ATTACHED AGENCIES, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, AND STATE UNIVERSITIES AND COLLEGES TO GIVE FULL SUPPORT AND PARTICIPATE IN THE “END HUNGER: WALK THE WORLD 2010”

The World Food Programme (WFP) of the United Nations will be spearheading the conduct of “End Hunger: Walk the World 2010” to be dubbed locally as “Isang Hakbang Pilipinas 10” to be held on **Sunday, June 6, 2010** from **5:00 AM** to **10:00 AM** at the **Bonifacio Global City, Taguig**.

The event shall occur in 24 time zones within 24 hours around the globe, bringing awareness to the issue of child hunger and raising funds for school-feeding activities of WFP.

WFP has been working in the Philippines since 2006, feeding more than 200,000 children through school-feeding programme in conflict-affected areas of Mindanao in support of the Government’s Accelerated Hunger Mitigation Programme. This year the proceeds of the fund-raising event will be devoted to 70,000 school children Central Mindanao.

In this regard, all Cabinet Members and Heads of their attached agencies including Government-Owned and/or Controlled Corporations, Government Financial Institutions and State Universities and Colleges are hereby enjoined to give full support and actively participate in the “End Hunger: Walk the World 2010” to be dubbed locally as “Isang Hakbang Pilipinas 10”, under any of the following sponsorship package, chargeable against their respective funds:

1. Platinum Sponsor	—	P500,000.00 minimum
2. Gold Sponsor	—	P100,000.00 minimum
3. Silver Sponsor	—	P 50,000.00 minimum
4. Bronze Sponsor	—	P 10,000.00 minimum
5. Employee Engagement Package	—	P5,000.00 minimum or 20 in

For coordination, you may contact WFP directly through telephone number 750-2561 local 2420, 894-2730 and mobile number 0917-880-9386.

Let us change in this global initiative to counter child hunger.

(Sgd.) LEANDRO R. MENDOZA
Executive Secretary

Manila, 03 June 2010

*Source:***Presidential Management Staff**

MALACAÑAN PALACE

MANILA

MEMORANDUM CIRCULAR NO. 194

STANDARD PROCEDURE IN ENTERING INTO NEW COMMITMENTS OR MAKING PLEDGES TO INTERNATIONAL ORGANIZATIONS or HOSTING OF INTERNATIONAL or REGIONAL CONFERENCES

WHEREAS, Philippine contributions to international organizations are sourced from the International Commitments Fund (ICF) administered by the Department of Foreign Affairs;

WHEREAS, the ICF is part of the annual General Appropriations Act (GAA) passed by Congress and approved by the President;

WHEREAS, due to a need to optimize utilization of scarce government resources and at the same time maximize benefits vis-à-vis costs, an Ad-Hoc Inter-Agency Review Panel composed of the Department of Foreign Affairs (DFA), as Chairman; Department of Budget and Management (DBM), as Co-Chairman; Department of Finance (DOF), National Economic Development Authority (NEDA) and the Office of the President (OP) as Members, has been constituted by the DBM in coordination with the DFA to review administration of the ICF;

WHEREAS, the DBM and the DFA issued Joint Circular No. 1-90 dated 01 January 1990 to provide guidelines of contributions to International Conferences sourced from the ICF under the annual GAA;

WHEREAS, it has come to the attention of the ICF Review Panel that there are Philippine representatives/participants to various International Organizations (IOs) who make new commitments/pledges in the form of membership contributions or hosting of international or regional conferences without prior clearance/approval of appropriate agencies. As a consequence, these new commitments and/or pledges could not be met or funded and thus become a cause of embarrassment for and/or create or contribute to the arrears by the Philippine Government;

NOW, THEREFORE, to avoid situations which would result to unfunded commitments/ pledges and unnecessary embarrassment to the Philippine Government, the following procedures shall be strictly complied with before entering into a new commitment, or before making a pledge:

1. Requests by Heads of Departments and Agencies of the National Government including Government-Owned and/or Controlled Corporations (GOCCs) and Government Financial Institutions (GFIs) to enter into a new commitment or make a pledge to an International Organization (IO), shall be submitted to the DFA Secretary. The request shall be supported by a justification for a new commitment or pledge in the form of a cost-benefit analysis;
2. Recommendation of the DFA on the propriety of entering into a new commitment or making a pledge to an IO including the budgetary implications thereof, shall be submitted within 15 working days from receipt of the request to the International Commitments Fund (ICF) Review Panel composed of representatives from DFA, DBM, DOF, NEDA and OP for consideration;
3. Recommendation of the Review Panel shall be submitted to the DFA Secretary;
4. Recommendation of the DFA Secretary shall be submitted to the Office of the President for approval.

Any new financial commitment entered into or a pledge made by an official or his duly designated representative which did not comply with the above-mentioned procedure/ requirements, shall be charged against the respective Department/ Agency's budget.

Commitments/ Pledges should be submitted during the first quarter of the year in order to be considered in the next year's ICF budget.

This Memorandum Circular shall take effect immediately.

By Authority of the President:

(SGD.) LEANDRO R. MENDOZA

Executive Secretary

Manila, 11th June 2010